

INTRODUCTION

We hope your position with Grant County will be rewarding from the standpoint of the services you will provide and also the benefits of employment you will receive. Your comments of the usefulness and completeness of the handbook are welcome. Please direct your written or verbal suggestions or questions to the Grant County Personnel Department.

This employee handbook summarizes some of the employment policies, procedures, and rules of Grant County. It has been prepared to acquaint all employees with the policies, procedures and rules and to provide for the County's orderly and effective operation. It is your responsibility to read and become familiar with this handbook and to follow the policies, procedures and rules contained in it. Most of your questions should be answered in this handbook. However, if you have questions regarding the handbook or matters that are not covered, please direct them to your immediate supervisor. This handbook is a representation of the personnel policies of Grant County and is not, nor is it intended to be, a contract of employment or a promise of employment. These are guidelines only and may be discarded when, in the opinion of Grant County, circumstances so require. The Grant County Board of Supervisors retains the right to change these personnel policies at any time, with or without notice, when it is deemed to be in the best interest of Grant County. An employee may be adversely impacted by changes in this personnel policy. No individual department head, County supervisor or elected official of Grant County has individual authority to change these personnel policies. County departments may make policies which address the particular interests of that department provided the policy is not in conflict with the County policy, and that the department Governing Committee and the Personnel Director has approved such policies in advance of their implementation. Departments which disagree with the decision of the Governing Committee and/or Personnel Director may appeal to the Employee Relations Committee. Should the County Board decide to develop a policy in an area in which a County facility already has a policy, the County policy shall be controlling. Departments may develop work rules consistent with these personnel policies.

The policies set forth in this manual cover all employees of Grant County. Some policies herein may be superseded by a union contract and are subject to official County Board Rules. This policy supersedes all previous Grant County Personnel Policies and is effective May 20, 1997.

Should any part of this manual be ruled obsolete or invalid, the balance of the document will remain in effect.

This policy shall govern personnel administration for all employees and departments of the County of Grant except:

1. Members of the Grant County Board of Supervisors.

2. Elected County officials.
3. Members of boards, commissions, and committees; and judges.
4. Persons employed to conduct temporary and special inquiry, investigation or examination on behalf of the County Board, a Committee thereof, or the County Board Chairman.
5. Contract individuals.
6. Employees covered by a collective bargaining agreement shall be governed by that Agreement. This policy shall govern represented employees to the extent that the issues at hand are not addressed by the respective labor agreement.

EQUAL EMPLOYMENT OPPORTUNITY/ANTI-DISCRIMINATION POLICY

Grant County believes in equal employment opportunity. Accordingly, we afford equal opportunity and equal treatment to all persons. It is the County's policy not to unlawfully discriminate against any employee or applicant for employment because of race, creed, religion, color, sex, national origin, ancestry, age, physical appearance, disability, arrest or conviction records (unless circumstances of the charge/conviction substantially relate to the circumstances of the particular job), marital status, military status, political affiliation, sexual orientation or any other characteristic protected by law. This policy shall include, but not be limited to the following: employment, promotion, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, or selection for training.

All facilities, treatments, programs, services and activities at Grant County are made available to all persons without regard to race, creed, religion, color, sex, national origin, ancestry, age, physical appearance, disability, military status, arrest or conviction records, marital status, political affiliation or sexual orientation.

Grant County will not tolerate discrimination in any employment decision and will remedy any violation of this policy. We expect you to cooperate fully in helping us implement our equal opportunity policy. Employees are required to report all instances of perceived discrimination. Employees are urged to inform the Personnel Department, or the County Board Chairperson of any violation of this policy. Grant County prohibits retaliation against any employee who makes a good faith report of discrimination. (Revised 1-20-2000)

AFFIRMATIVE ACTION STATEMENT

Grant County believes it should serve as a role model for all employers in the County in striving to achieve a balanced work force that reflects the composition of the community's overall labor force. To that end Grant County is firmly committed to aggressively pursuing the goals of the County's Affirmative Action Resolution. This resolution insures that equal employment opportunity practices will be utilized by Grant County for all its employees and job applicants in all aspects of employment including recruitment, hiring, and promotion in accordance with State and Federal laws. The Grant County Board Chair, or his/her designee, shall be affirmative action officer.

I - EMPLOYMENT

EMPLOYMENT PAPERS

Each employee will be required to complete and/or cause to be placed in their personnel files, the following employment forms/papers:

1. Employment application/resume.
2. Payroll Change Notice.
3. W-4 Federal Tax Withholding form.
4. WT-4 Wisconsin State Tax Withholding form.
5. Appropriate health, and/or life insurance forms, if applicable, or signed declination forms for those coverage's.
6. Any other benefit sign-up forms or declinations as appropriate.
7. Immigration and Naturalization Service (I-9 form) (for all new hires after November, 1986 within three days of hire).
8. Any and all other forms which may, from time to time, be required.

The representation of false or misleading information on any of the forms and materials made available to the Employer, may result in disciplinary action up to and including termination.

ORIENTATION PERIOD

A newly hired employee must complete an orientation period of one (1) year (2080 hours straight time) duration. The orientation period may be extended by Grant County. During this time each employee will receive appropriate on-the-job training, together with information on the operation of the department and the County. Employees may be dismissed during or after the orientation period at the option of the county.

A promoted or transferred employee shall serve a one (1) year (2080 hours straight time) orientation period to the new position. Employees who are promoted shall be placed at that step in the pay range that results in a pay increase, and shall progress through the schedule consistent with the time between the increment step. Employees promoted to a management position determined by the Personnel Director, shall be placed at the step in the pay range that gives them a minimum of 5% increase above the base pay of those they are to supervise. If, at the end of 15 working days, the employee does not like the new position and/or County management feels that the employee and the County would be better served by that employee not continuing in the new position, he/she may return to his/her previous position, without penalty.

(revised 4/18/06; 5/4/06)

EMPLOYEE STATUS

1. **Regular Full-time.** A regular full-time employee holds a position that is regularly scheduled to work a minimum of 80 hours per pay period.

2. **Regular Part-time.** (Employee's hired before 07/01/05) A regular part-time employee holds a position which is regularly scheduled at least 1040 hours annually, but less than 80 hours per pay period. These employees receive fringe benefits on a pro-rated basis, except health insurance, which is not pro-rated.

Regular Part-time. (Employee's hired on or after 07/01/05) A regular part-time employee holds a position which is regularly scheduled at least 1248 hours annually, but less than 80 hours per pay period. These employees receive fringe benefits on a pro-rated basis, except health insurance, which is not pro-rated.

3. **Part-time.** (Employee's hired before 07/01/05) A part-time employee holds a position which is regularly scheduled for less than 1040 hours annually and less than 40 hours per pay period. These employees receive no fringe benefits except Wisconsin Retirement Fund benefit accrual if qualified per applicable Wisconsin Statutes and administrative rules.

Part-time. (Employee's hired on or after 07/01/05) A part-time employee holds a position which is regularly scheduled for less than 1248 hours annually and less than 48 hours per pay period. These employees receive no fringe benefits except Wisconsin Retirement Fund benefit accrual if qualified per applicable Wisconsin Statutes and administrative rules.

4. **Limited Term.** A temporary employee who generally works not more than 1040 hours per year and works for a specified time period. These employees receive no fringe benefits except Wisconsin Retirement Fund benefit accrual if qualified (over 599 hours in a 12 month period) per applicable Wisconsin Statutes and administrative rules.

5. **Temporary.** Temporary employee means an employee hired for a specific period of time or as a temporary replacement for another employee on authorized leave where employment is expected to terminate upon return to duty of the employee on leave. Temporary employees are entitled to receive only statutory mandated benefits unless otherwise authorized by the Employee Relations Committee.

(revised 6/21/05)

PAY PERIOD AND PAY DAY

1. The payroll period is two (2) weeks and begins first shift on a Sunday and ends on third shift Saturday. Paydays for all County employees covered under this policy is every other Friday.
2. To allow sufficient time for preparation of the payroll and paychecks, each paycheck covers the work performed during the two (2) week payroll period ending the previous Saturday.

HIRE DATE

The hire date is defined as the employee's most recent date of hire to a part-time, regular part time or full-time position with Grant County.

BENEFIT ANNIVERSARY DATE

The benefit anniversary date is defined as the employee's first date of hire to a regular part-time or regular full-time position with Grant County.

SENIORITY

Seniority shall consist of the total calendar time of continuous employment elapsed since the benefit anniversary date. An employee shall lose his/her seniority and shall terminate the employment relationship for any of the following reasons:

1. Discharge.
2. Resignation.
3. Retirement.
4. Unexcused failure to return to work after the expiration of a leave of absence period including those for which Workers' Compensation was paid.
5. Failure to return to work within seven (7) working days after notice of recall from layoff.
6. On layoff for a continuous period of twelve (12) calendar months.
7. If, during a leave of absence or illness, the employee accepts employment with another employer without governing committee and Employee Relations Committee approval.

LAYOFFS

Grant County may lay off an employee whenever it is necessary to reduce the work force for any reason. Employees will be laid off by position and by department based primarily upon job performance, ability, aptitude and position seniority. Departments are to discuss any proposed layoffs with the Personnel Director prior to any layoffs. The Employer shall notify each laid off employee of his/her right to be recalled to his/her position in his/her department. Laid off employees shall be held in a layoff pool for a period of time equal to their length of departmental seniority, but no longer than one year. Whenever possible, employees shall receive a minimum of 14 calendar days notice prior to layoff.

PERSONNEL RECORDS

A. Purpose. The development and maintenance of an effective personnel process and records management system is essential to a sound personnel program. The primary purpose of these systems and procedures is to:

1. Establish and maintain clear lines of authority of the processing of personnel issues and management of personnel records.
2. Establish and maintain uniform, easily accessible and complete employment records of all County employees and employee transactions in each respective employing unit.
3. Establish and maintain a secure central personnel file, with separate medical files, for each County employee, in each respective employing unit.
4. Advise, assist, and instruct Department Heads on all County Personnel matters.

B. Record Inspection. Personnel information is considered confidential and is available only to the employee or the employee's designee, the department head, or others on a "need to know" basis. The employer will grant up to two (2) written requests by an employee in a calendar year to inspect his/her Personnel file. The Employer will provide the employee with the opportunity to inspect the employee's personnel file within seven (7) working days, pursuant to Wisconsin State Statute 103.13, after the employee submits a written request for inspection.

Employee personnel records and inspections shall be handled in accordance with prevailing law.

C. Position Descriptions. The Personnel Director shall oversee the development and modification of position descriptions for all positions within the county organization. Department heads shall modify position descriptions or job titles subject to the approval of the Personnel Director. The Personnel Department shall maintain current position descriptions for all positions within the county organization. Position descriptions are not to be construed as an exhaustive list of all job duties performed by personnel so classified. They are written to detail the major activities of the job, along with the more general job functions. Supervisors have the right to assign, direct, and modify job duties and responsibilities.

CHANGE IN STATUS

Every County employee is required to inform his/her supervisor and the County Personnel Department of any change in address, telephone number, and/or insurance status no later than the date on which that change occurred.

REFERENCES/EMPLOYMENT VERIFICATION

In an effort to protect the confidentiality of employment records, reference requests involving current or past employees will be processed through County Departments. In general, the Departments will only verify information relating to dates of employment, position held, and last rate of pay with the County. Departments receiving requests are to assure proper reference releases are obtained prior to responding in detail to such requests. Contact the Personnel Director for assistance.

TRAINING

It is generally believed that new employees will sufficiently learn their job duties and responsibilities from fellow employees as they continue in employment. Exceptions will occur where a new employee will need to have specialized training because of the demands of a particular job. A request for training of a new employee must be submitted to the department head.

In addition, department heads shall determine what training is appropriate for the current department employees and send the employee for training. Funding for training is normally considered in department budgets and approved by the County Board on an annual basis.

CONDITIONS OF EMPLOYMENT

Employer Prerogatives. The Employer reserves to itself such normal prerogatives of management including, but not limited to: direct all operations of government; hire, promote, transfer, assign, retain and terminate employees; establish and enforce work rules and determine work schedules; suspend, demote, terminate, and take other disciplinary action against employees; relieve employees from their duties because of lack of work or for other reasons; maintain the efficiency of government operations; introduce new or improved methods or facilities; change existing methods or facilities; contract out for goods or services; determine the methods, means and personnel by which such operations are to be conducted; take whatever action may be necessary to carry out the functions of government in situations of emergency; and take whatever action is necessary to comply with state or federal law.

AT-WILL EMPLOYMENT

Employment with Grant County is governed by the common law doctrine of "at-will" employment. An employee may be dismissed at any time at the option of the County. An employee may quit employment with Grant County at any time. An employee who fails to respond to a recall from layoff within seven (7) working days or fails to report to work for three (3) working days without the approval of his/her supervisor shall be considered to have resigned from employment with Grant County. Decisions as to whether or not to dismiss an employee shall be discussed with the Personnel Director, or his/her designee, prior to taking action.

II. WORK SCHEDULES AND PAY

NORMAL WORK PERIOD

The normal work period for County employees shall be 80 hours in two (2) weeks. This section shall not be construed as, and is not a guarantee of any number of hours of work per day or week. Work schedules are set by County Departments.

PAY PLAN AND DEDUCTIONS

Employees are paid every two (2) weeks. No pay checks will be issued to anyone other than the employee, without written authorization from the employee. Employees must pay the county for costs associated with reissuing lost or stolen checks.

Certain payroll deductions and/or withholdings are mandated by law. These include:

1. FICA (social security tax). The Federal Insurance Contribution Act requires that a percentage of gross wages be deducted from pay checks each pay period. In addition, Employer contributions to the Fund, equals or exceeds what the employee contributes each year.
2. Federal Income Tax Withholding. Federal law requires that a portion of your wages be withheld for taxes. The amount deducted is based upon the amount of earnings and the number of dependents claimed as deductions. An annual statement of earnings and taxes withheld will be provided to each employee by January 31, for the preceding year.
3. State Income Tax Withholding. In Wisconsin, State law also requires that a portion of your wages be withheld for taxes. Like Federal withholding, the amount deducted is based on earnings and the number of dependents claimed.

ATTENDANCE

Regular attendance is expected of all employees and consistent absence will not be tolerated. However, if and when it is necessary to be absent because of illness or other unforeseen emergency, the affected employee shall contact his/her immediate supervisor as soon as possible, and consistent with department policy.

TIME CARDS

Each Grant County employee, exempt and non-exempt, is required to record and sign off for all working hours on County time sheets, which are official records of hours worked. The information on the time record must include:

- start and end time
- in and out times for lunch and any other unpaid time, and
- total hours worked per day and per week

Time sheets are provided for employees through their department or facility as appropriate. Some employees use electronic time keeping systems, i.e., magnetically coded badge. Failure to timely submit records of time worked may result in delayed payment of wages.

Falsely recording time, altering or tampering with the time records or recording on another employee's time record, is a serious offense and may result in discipline up to and including termination. Employees may not work before or after their scheduled work period, unless such time is authorized by their immediate supervisor.

All time sheets need to be retained by the department at least three years and made available upon request by the County.

(Revised 7/15/08)

OVERTIME/COMPENSATORY TIME

1. Earning Compensatory Time. Compensatory time is earned by performing work in excess of the 40 hour work week, where such work is required and pre-authorized by an employee's supervisor.

The compensatory time system does not permit an employee to voluntarily work outside of normal hours in order to accumulate compensatory hours. It is expected that employees will work diligently during the 40 hour work week to complete the required work so that work outside normal hours does not become necessary. Employees are not allowed to donate work time to the county.

2. Overtime pay for supervisory employees exempt under the Fair Labor Standards Overtime Regulations.

No Grant County employee who has been determined by the Grant County Corporation Counsel or the Grant County Personnel Director to be exempt under the Fair Labor Standards Overtime Regulations shall receive overtime pay for working in excess of 40 hours per week. No Grant County department head shall authorize overtime pay or any other extra pay for working in excess of 40 hours per week for the department head or a Grant County employee who has been determined by the Grant County Corporation Counsel or the Grant County Personnel Director to be exempt under the Fair Labor Standards Overtime Regulations.

Grant County employees who have been determined by the Grant County Corporation Counsel or the Grant County Personnel Director to be exempt under the Fair Labor Standards Overtime Regulations shall be paid on a salary basis only which is to be paid bi-weekly.

If an exempt employee is absent from work for one or more full days in a week for personal reasons, other than for sickness, disability, approved vacation time off, approved discretionary time off, or approved funeral leave, the exempt employee will receive a reduction from his or her salary for that particular pay period for each full work day that he or she did not appear for work; which deduction for each full day off shall equal his or her gross bi-weekly salary divided by ten.

If an exempt employee is absent from work for one or more full days due to sickness, the exempt employee shall be paid sick pay for said sick days only to the extent that the exempt employee has not used up the employee's accrued sick leave allowance pursuant to Grant County's sick leave policy. If the exempt employee has exhausted his or her sick leave

allowance under Grant County's employment policies, he or she shall not be paid for any full day absences due to sickness during the time for which the exempt employee is not entitled to be paid for sick leave as he or she has exhausted his or her sick leave allowance under Grant County policies and the employee will receive a reduction from his or her salary for that particular pay period for each full day that he or she did not appear for work; which deduction for each full day off shall equal his or her gross bi-weekly salary divided by ten.

Deductions shall be made from an exempt employee's salary for unpaid disciplinary suspensions of one or more full days imposed in good faith for infractions of workplace policies pursuant to Grant County policies. For disciplinary suspensions, the exempt employee will receive a reduction from his or her salary for the particular pay period for each full work day that he or she was suspended from work; which deduction for each full day off shall equal his or her gross bi-weekly salary divided by ten.

Deductions from an exempt employee's salary shall be made for a partial absence from work of less than one work day for personal reasons or because of illness or injury when accrued sick leave, vacation pay or discretionary pay is not used by an employee because: (a) Permission for its use has not been sought or has been sought and denied; (b) Accrued allowances for the employee's sick leave, accrued discretionary time off, or accrued vacation time off has been exhausted; or (3) The employee chooses to use leave without pay. In these instances, an employee's salary for the particular pay period shall be reduced by an amount equal to the employee's bi-weekly salary divided by 80 hours and multiply that amount by the number of hours (or portion thereof) of work missed for that particular pay period. This policy does not preclude an exempt employee from being paid for a partial sick day if the employee has not exhausted his sick leave allowance under Grant County's sick leave policy.

If an exempt employee takes unpaid leave under the federal or state Family and Medical Leave Acts, the exempt employee shall receive a deduction from the employee's salary equal to the employee's bi-weekly salary divided by 80 hours and multiply that amount by the number of hours (or portion thereof) of work missed for that particular pay period.

Employees who are exempt under the Fair Labor Standards Act regulations as determined by the Corporation Counsel or Personnel Director shall not be allowed to take compensatory time off at the rate of one and one-half times their bi-weekly salary divided by 80.

If an exempt employee feels that a deduction in violation of this policy has wrongfully been made from his or her salary, the exempt employee can file a written complaint with the Grant County

Personnel Director requesting an appeal or review of this matter and the decision of the Personnel Director on the matter shall be final.

This policy does not expand the sick leave allowance, vacation time, or discretionary time granted to Grant County employees under Grant County policies as provided in the Grant County Employee Handbook. This policy also does not expand an employee's pay who is on leave due to a worker's compensation injury and who is receiving worker's compensation pay.

The work week for exempt county highway department patrol superintendents shall continue to be a minimum of 45 hours per week and a minimum of 40 hours per week for all other exempt county employees.

This policy supersedes and replaces all prior Grant County and departmental policies and practices regarding overtime and compensatory time for exempt employees.

3. Deductions from salary for supervisory employees exempt under the Fair Labor Standards Overtime Regulations who normally work less than 40 hours per week. The salary schedule adopted by the county board contains the set salaries of exempt county employees for full time positions. If a Grant County employee who is exempt under the Fair Labor Standards Overtime Regulations normally works a work week less than 40 hours, said employee shall receive a reduction from his or her salary for the following for each pay period involved:

A. A reduction for the number of hours not worked (or portion thereof) by the employee each pay period due to the fact that the employee works a normal work week less than 40 hours per week; which reduction shall be based upon the difference between 80 hours and the number of hours actually worked by the employee during the two week pay period; plus

B. A reduction for time missed from work due to personal reasons, or due to illness or injury when accrued sick leave, vacation pay, or discretionary pay is not used by said employee because (a) Permission for its use has not been sought or has been sought and denied; (b) Accrued allowances for the employee's sick leave, accrued discretionary time off, or accrued vacation time off has been exhausted; or (3) The employee chooses to use leave without pay; plus

C. A reduction for time missed from work due to unpaid disciplinary suspensions of one or more full days imposed in good faith for infractions of workplace policies pursuant to Grant County policies; plus

D. A reduction for time missed from work due to the employee taking unpaid leave under the federal or state Family and Medical Leave Acts; plus

E. A reduction for time missed from work due to an unapproved funeral leave.

Each pay period, if said employee has not worked 80 hours during each bi-weekly pay period, the employee's time missed from work for any of the above reasons shall be deducted from his or her salary; which deduction shall be computed by dividing the employee's salary for the bi-weekly pay period by 80 and multiplying said amount by the time missed from work due to all of the above factors.

Exempt employees who normally work less than 40 hours a week shall be paid only on a salary basis and shall be paid bi-weekly. The same prohibitions contained in Grant County's overtime policy against exempt employees receiving overtime pay or compensatory time off at the rate of one and one-half times their rate and the complaint process shall also apply to exempt employees working less than 40 hours per week.

4. Non-exempt Employees. A non-exempt employee required to work in excess of 40 hours per week for his/her department or office shall receive compensatory time on the basis of one and one-half (1-1/2) hours for every one (1) hour worked in excess of the 40 hour work week. Special exemptions apply to some employees (e.g. Nursing Homes, Law Enforcement, Agriculture etc.). Payment for overtime may be made only when approved by the Governing Committee with concurrence of the Employee Relations Committee. Such compensatory time may be taken when it will not unduly disrupt the operations of the department and with approval of the department head. A non-exempt employee may accumulate no more than 80 hours of compensatory time. Time in excess of 80 hours shall not be recognized by the employer for purposes of future time off unless written permission is granted from the employee's Governing Committee with concurrence of the Employee Relations Committee. Upon termination a non-exempt employee shall be paid for the unused compensatory hours at the final straight time regular rate received by that employee. No non-exempt employee may be absent from his/her position of employment for more than 40 hours per month in the utilization of compensatory time. Departments may establish standards on compensatory time consistent with State and Federal laws but must not exceed maximum accumulations as authorized in this policy.

5. Monitoring Compensatory Time. The Governing Committee and/or Department head shall monitor compensatory time earned and used on a monthly basis by an employee.

(approved / revised 4/18/06; 6/20/06)

LUNCH PERIODS AND BREAKS

1. An unpaid lunch break may be scheduled for employees. Such lunch period shall not be longer than one (1) hour, nor shorter than thirty (30) minutes. Employees desiring a lunch period longer than thirty (30) minutes must receive prior supervisory approval.

2. Each employee working an eight (8) hour day may take a break of fifteen (15) minutes during the first four (4) hours of work and a break of fifteen (15) minutes during the last four (4) hours of work. Breaks not taken are lost. Breaks cannot be accumulated and/or used to extend lunch periods or to shorten the work day. Breaks are to be arranged between each employee and his/her supervisor or department head.

JURY DUTY

An employee, when subpoenaed in connection with County business or called upon to serve jury duty or as a witness, shall receive the regular rate of pay for such time actually required to be in Court based upon the employee's standard (scheduled) work day. The employee must deposit any compensation, less mileage payment, received through Jury Pay or Witness Fee with the Grant County Treasurer, along with verification of such duty, to be eligible for pay under this paragraph. If an employee is excused from jury duty, or as a witness, on a particular day, he/she shall return to work, if there are two (2) or more hours remaining in the work day. Employees are encouraged to return to work immediately after being excused from duty. With supervisor approval, employees may use vacation, discretionary or compensatory time for jury duty and be eligible for Jury Pay or Witness Fee.

III. POLICIES AND PROCEDURES

ABSENTEE CONTROL PROGRAM

Employee absenteeism negatively affects the ability of the County to provide consistent high quality service to its constituents. While absenteeism has many causes, it creates additional burdens for employees who do report to work.

Absenteeism includes not only absence from work, but late reporting for work, unauthorized extension of a meal or break period, or improper use of other Employer paid time. This program is designed to correct employee attendance in the event the matter is not resolved voluntarily by the employee. All corrective measures will be recorded in the employee's personnel file. The corrective measures recommended in this program are the same as the guidelines found in the employee discipline procedure (page 56).

CONFIDENTIALITY

Employees may, because of their responsibilities, have access to confidential County information. This may include information concerning the County's practices, employee record and client information, court records, and so forth. All employees are responsible for protecting the confidentiality of this information. A violation of this policy can subject an employee to discipline, up to and including termination.

DISABILITY

When, in the opinion of the supervisor, an employee has a physical condition which is affecting their ability to perform the essential functions of their job, the employee must obtain a written statement from a physician (on an approved county form) which stipulates that the employee is physically able to perform the essential job functions. Employees may be required to take job-related medical exams on occasion.

An employee with a medical restriction, or one whose physical or mental condition impairs the ability to perform the essential functions of the job, will not be permitted to continue to work until that condition is eliminated or a reasonable accommodation can be made. Grant County will make efforts to reasonably accommodate physically or mentally disabled individuals.

PERFORMANCE EVALUATIONS

Employees generally receive performance evaluations once a year. The County believes this is important and will try to make it a priority. In addition, where performance problems exist, time permits, and the supervisor determines it is appropriate, the County may provide more frequent performance evaluations to assist the employee in improving his/her job performance.

Non-represented employees shall have his or her work performance reviewed annually to be consistent with the non-represented pay policy located in the Grant County Administration Manual.

(revised 4/18/06)

EXIT INTERVIEWS/SURVEY

The exit interview is used to gain insight into the effectiveness of County personnel and managerial practices, to determine where personnel policies and procedures are in need of review or revision, and to determine where supervisory/managerial practices need modification or improvement. An exit interview/survey may be conducted by the Personnel Department with employees who are separating from County employment, regardless of his/her length of service, position, or circumstances of separation.

FINANCIAL INQUIRIES

Written financial inquiries from business concerns and recognized credit bureaus will be processed through respective authorized departmental employees, on behalf of employees.

GARNISHMENTS

Employees are encouraged to handle their personal financial obligations in such a way that the County is not involved in garnishing wages for employees. A three dollar (\$3.00) charge will be deducted from an employee's paycheck to cover administrative charges for every garnishment transaction.

INCLEMENT WEATHER

Grant County agencies and departments will not close during adverse weather conditions. Employees are expected to come to work. Inclement weather may make it impossible for employees to come to work, require employees to leave work before the end of normal office hours, or require employees to remain overtime to work the next shift. Employees can decline to come to work if adverse weather poses too great a danger for them. An employee's supervisor must approve any absence before the employee is allowed to leave the workplace. Employees requesting this time off, or not working because of site closure, may charge time to unused vacation, compensatory time, discretionary time or leave without pay. Sick leave may not be used and the County will not pay for non-working time.

Where appropriate, an announcement will be made indicating that some offices may be understaffed, so patrons are alerted to call before coming to county facilities to transact business.

BULLETIN BOARDS

A bulletin board is located in each department and provides employees with information of interest relating to them, their job or their co-workers. The bulletin board provides a secure environment for notices. All employees are encouraged to check these bulletin boards at regular intervals.

A glass enclosed bulletin board, which includes all Federal and State required notices, is located on the first floor in the Courthouse. This bulletin board should be reviewed regularly so that employees remain informed of their legal rights and obligations.

(revised 6/21/05)

LEAVES OF ABSENCE

General Policy. A Leave of Absence may be granted to an employee for good and sufficient reason. However, the efficient operation of County departments is of paramount consideration.

Most leaves of absence are unpaid, and accrual of benefits does not occur during this period of time. Only an employee with at least six (6) months of employment with the County may seek a leave of absence. All requests for leave of absence must be in writing. Leaves of absence for ten (10) days or less may be granted by the Department Head. A department's Governing Committee may authorize leaves of absence of 30 days or less. The Employee Relations Committee may authorize leaves of absence greater than 30 days. An employee returning from a leave of absence must work an amount of time equal to his/her leave before being eligible to take another leave of absence.

Two weeks prior to the expiration of a leave of absence an employee shall inform the employer of whether or not he/she intends to return to County employment. At the expiration of a leave of absence the employee may be reinstated to the position he/she vacated, or at the discretion of the County, in an equivalent position which is vacant, if the employee meets the qualifications of the position, without loss of previously accrued benefits. A return to work earlier than the scheduled expiration of leave date may be arranged by the department head and an employee. If an employee is unable to return to work on the date the leave expires, he/she may submit a written request to the Employee Relations Committee, two (2) weeks prior to the expiration date, for an extension of leave. If, three (3) working days following the expiration of a leave of absence, an extension of leave has not been granted or a request for extension has not been submitted to the Employee Relations Committee, the employee shall be considered to have resigned from County employment.

a. Personal Leave. A leave of absence may be granted an employee for immediate, urgent personal matters requiring the employee's attention. Such leave may not exceed 10 days per a 365 day period. Personal leave is granted only after vacation time and earned compensatory time is depleted.

b. Education Leave. A leave of absence up to twelve (12) months may be granted for attendance at a college, university, vocational-technical school or business school, for the purpose of training in subjects relating to the work of the employee and those which will benefit the employee in County Service.

c. Medical Leave. A medical leave solely for the health benefit of the employee requesting the leave may be granted to those who do not meet requirements of FMLA. A medical leave of absence up to twelve weeks may be granted to an employee for a physical or mental illness or temporary disability. The employee shall furnish to the Employer a written statement (on an approved county form) from his/her

physician stating the medical condition which requires the employee to take a leave of absence, the date that the leave of absence will commence and the anticipated date on which the employee will be sufficiently recovered to allow him/her to return to work. An employee granted a medical leave of absence shall not be allowed to return to work without a physician's statement authorizing such return. A Grant County Return to Work form must be utilized for this purpose. The employee must pick up and return the form at the Personnel Department. Pregnancy will be treated as a temporary disability (per FMLA definitions). Employees are required to provide prompt updates regarding their condition and availability to work. Employees are to promptly return from Medical Leave when sufficiently recovered to allow for a return to work.

d. Family Medical Leave Act Policy. Grant County's Family and Medical Leave Act Policy is intended to conform to, and not exceed, the requirements of the federal Family and Medical Leave Act of 1993 (FMLA), and the Wisconsin Family and Medical Leave Act (WFMLA). This Policy is intended to comply with applicable laws and does not necessarily incorporate all provisions of such laws directly into the County's personnel policies. This Policy does not repeat every provision of the FMLA's or the WFMLA's statutory or regulatory requirements. Posters summarizing the benefits required to be provided under federal and state law may be found with other employment-related postings. In addition, you may contact the Personnel Department if you have specific questions.

Federal law, state law, or both may cover family and medical leave taken under this Policy. When leave taken by employees under this Policy is governed by both federal and state law, the more generous provision will control in the event of a conflict. However, when leaves are governed by state or federal law, but not both, the applicable law will control under this Policy. In this regard, you should note that both state and federal law might cover certain leaves for only a portion of the leave.

You may be required to provide advance notice and certain information as set forth below to be eligible for family or medical leave under this Policy. You may also be required to submit leave requests in writing when circumstances and applicable law permit. Use of other leaves provided by the County for the reasons covered by law, will be treated as use of family and/or medical leave whenever applicable law allows.

1. Eligibility Requirements

To be eligible for leave under federal law, you must have been employed by the County for at least twelve months, within the preceding seven years (even if there was a break in employment), must have worked at least 1,250 hours during the twelve-month period immediately preceding the commencement of the requested leave, and be employed at a work site where 50 or more employees are employed by the County within a 75-mile radius. To be eligible for leave under

state law, you must have been employed for more than 52 consecutive weeks and have been paid for at least 1,000 hours during the previous 52 weeks. The kind and amount of leave available to you under this Policy, as well as your rights during leave, depend on whether you meet the above requirements.

2. Types of Leave Available

The County provides family and medical leave for eligible employees under the following circumstances:

- a. For the birth of the eligible employee's child and to care for a newborn child;
- b. For placement with the eligible employee of a child for adoption (or foster care for federal FMLA only);
- c. To care for an eligible employee's spouse, child, parent, domestic partner (only under WFMLA), or domestic partner's parent (only under WFMLA) with a serious health condition.

"Child" under this paragraph includes a biological, adopted or foster child, a stepchild, legal ward, or a child for whom you have assumed the obligations of a parent and who is either under 18 years of age or unable to care for him or herself due to a physical or mental incapacity or serious health condition.

"Parent" under this paragraph includes parents in-law only if you are requesting leave under the WFMLA.

"Domestic Partner" under this paragraph includes individuals who file "declarations of domestic partnership" in their county of residence and individuals in less formal "domestic partnerships" that satisfy the requirements set forth in the WFMLA.

- d. Because of a serious health condition that makes the eligible employee unable to perform any of the essential functions of the employee's job.
- e. Time off for a spouse, son, daughter, parent or next of kin to care for an injured military servicemember only if you are requesting leave under federal FMLA.

- f. Time off (exigency leave) to address non-medical issues arising out of the fact that a spouse, son, daughter or parent is on active duty or has been notified of an impending call or order to active military reserves only if you are requesting leave under federal FMLA.

3. Certification by Health Care Provider

If leave is requested due to your own serious health condition or the serious health condition of your spouse, child, parent, domestic partner or domestic partner's parent, the County requires that the leave request be supported by certification issued by your health care provider or the health care provider of your spouse, child, parent, domestic partner or domestic partner's parent. The County reserves the right to certify all information permitted by law. A Medical Certification Form is available in the Personnel Department.

Failure to provide the County with timely and responsive certification from a health care provider within fifteen (15) days of the County's request for certification may result in denial of the leave.

4. Definition of Serious Health Condition

In conjunction with the certification provided by a health care provider, the County reserves the right to determine whether an illness, injury, impairment or physical or mental condition constitutes a serious health condition entitling you to family or medical leave under state or federal law.

In general, a "serious health condition" under this policy means an illness, injury, impairment, or physical or mental condition that involves one of the following:

A. Hospital Care

Inpatient care (i.e., an overnight stay in a hospital, hospice or residential medical care facility) including any period of incapacity or any subsequent treatment in connection with inpatient care.

B. Absence Plus Treatment

A period of incapacity of more than three consecutive calendar days including any subsequent treatment or period of incapacity relating to the same condition that also involves:

- 1. Treatment two or more times by a health care provider, by a nurse or physicians assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under order of, or referral by, a health care provider; or

2. Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under direct supervision of a health care provider.

*Under the WFMLA, leave may also be available for a serious health condition of less than three (3) consecutive days in duration.

C. Pregnancy

Any period of incapacity due to pregnancy, or for prenatal care.

D. Chronic Conditions Requiring Treatment

A chronic condition which;

1. Requires periodic visits for treatment by a health care provider, or by a nurse or physicians assistant under direct supervision of a health care provider;
2. Continues over an extended period of time (including recurring episodes of a single underlying condition); and
3. May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.)

E. Permanent/Long-Term Conditions Requiring Supervision

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

F. Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.) severe arthritis (physical therapy) and kidney disease (dialysis).

5. Amount of Leave Available

Under federal law, if you meet the eligibility requirements spelled out in Section 1, you are entitled to a total of twelve work weeks of leave during a twelve month period for any of the reasons stated in Section 2, above, with the exception of twenty six work-weeks to care for a covered servicemember with a serious injury or illness. The twelve month period utilized by the County in applying this Policy is defined as the 12 month period measured forward from the date any employee's first federal FMLA leave begins. Wisconsin FMLA is calendar year.

Under state law, if you meet the eligibility requirements spelled out in Section 1, you are entitled to:

- a. Total of six weeks of leave for the birth of your natural child and/or the placement of a child with you for, or as a precondition to, adoption;
- b. A total of two weeks of leave to care for a covered family member with a serious health condition; and
- c. A total of two weeks of leave if you cannot perform your employment duties due to a serious health condition, as described in Section 4, above.

The County will treat use of family or medical leave under this Policy as simultaneous use of state and federal leave entitlements whenever permitted by law.

6. Manner In Which Leave Can Be Taken

Leave available under this Policy may be taken in full, and, under certain circumstances, may also be taken intermittently (e.g., one week at a time) or on a reduced leave schedule (e.g., consecutive hours at a time). Contact the Personnel Department for more information.

7. Compensation During Leave

Generally, leave taken under this policy is unpaid. However, for leaves governed exclusively by federal law, you must use the following leaves provided by the County, if available:

- a. Vacation, discretionary leave, or compensatory time, if available, for any family or medical leave; and

- b. Accrued paid sick leave, if available, to care for a seriously ill family member, or for the employee's own serious health condition.

For leaves governed exclusively by federal law, the County reserves the right to require you to use paid leave for leave that would otherwise be unpaid FMLA leave taken under this Policy. However, you may not substitute paid sick leave for leave taken under this Policy in any situation where the County would not normally provide such paid leave.

For leaves governed by state law, you may substitute paid or unpaid leave, which you have earned and accrued for leave taken under this Policy, if available. The County reserves the right to deny substitution as permitted by law.

8. Continuation of Benefits

You will remain eligible for group health insurance benefits under the County's group health plan during leave taken under this Policy under the same conditions as coverage would have been provided if you had been actively employed during the entire leave. However, you have the option of choosing not to retain such coverage during family or medical leave if you prefer.

During leave taken under this Policy, the County will continue to pay any portion of group health insurance premiums for coverage that the County was responsible for paying immediately prior to leave as required by law. You are responsible for paying your portion of health insurance premiums regardless of whether your family and medical leave is paid or unpaid. It is your responsibility to make arrangements with the Personnel Department for making premium payments for group health insurance during leaves.

To the extent permitted by law, the County reserves the right to require you to place up to eight weeks health insurance premiums in escrow prior to leave, or to discontinue coverage if such premiums are received more than thirty days late.

Your entitlement to benefits other than group health benefits during a period of family or medical leave is determined by the County's policy regarding provision of such benefits when an employee is on other forms of leave.

9. Accrual of Benefits

You will not continue to accrue seniority or any other employment benefit during leave taken under this Policy, except that such benefits shall accrue if you elect to use other leave provided by the County pursuant to Section 7, above, and if such benefits would normally accrue during such leave.

10. Employment Restoration

To the extent required by law, when you return from family or medical leave, you will be returned to the same position you held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. This policy does not entitle you to any right, benefit, or position of employment other than those to which you would have been entitled had you not taken leave. The County reserves all rights concerning restoration of employment or denial of same under state or federal law.

11. Required Advance Notice

You must provide the County with notice in a reasonable and practicable manner before leave taken under this Policy is to begin, if the need for leave is foreseeable, e.g. an expected birth, placement or adoption or foster care, or planned medical treatment for your own serious health condition or that of a family member. When requesting partial or intermittent leave in connection with child birth or adoption, you must provide at least as much notice as required for taking other non-emergency or non-medical leave, as a definite schedule for leave. Where advance notice is not practicable due to uncertainty as to when leave will be required to begin, a change in circumstances, or medical emergency, notice must be given as soon as practicable.

You must provide a written request for leave, the reasons for the requested leave, and the anticipated beginning date and duration of the leave by submitting a completed Leave Request Form, which is available in the Personnel Department.

When planning medical treatment, you should consult with the County and make a reasonable effort to schedule the leave so as not to disrupt unduly the County's operations, subject to the approval of your health care provider. You are ordinarily expected to consult with the County in order to work out a treatment schedule which best suits your needs, as well as the County's.

12. Enforcement

An employee may file a complaint with the U.S. Department of Labor (1-866-4US-WAGE or WWW.WAGEHOUR.DOL.GOV) or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede only State or local law or collective bargaining agreement which provides greater family or medical leave rights.

e. Military Leave. Grant County shall promote the defense of the United States by adhering to applicable state and federal laws pertaining to the granting of leave to employees for service in this country's Armed Forces. Military service is defined as active duty, initial active duty for training purposes and/or active and inactive military training duty. Requests for military leave should be submitted in writing.

Employees may be allowed to take time off from work to fulfill active duty military requirements annually if such orders are given by the military unit. (The employee shall be given the choice of accepting either the regular salary paid by the County or the military duty pay. If the option is to accept the County's pay, then the military pay shall be refunded to the County. If the option selected is to accept military pay, then the County's pay shall return to the County. The limit on this benefit is 14 calendar days of leave per year.)

f. Outside Employment. Outside employment is prohibited while on any form of leave of absence. Employees in violation of this policy may be subject to disciplinary action. The Employee Relations Committee may grant exceptions for extenuating circumstances.

g. Unauthorized Absence. It is recognized that there may be extenuating circumstances for unauthorized absence, and due consideration shall be given for each case. However, an employee who is absent from duty without approval from his/her supervisor for three (3) consecutive scheduled working days shall be considered as having resigned his/her employment with Grant County.

Conditions of Leave

When an employee is on leave of absence in excess of three (3) weeks without pay he or she will not be entitled to earn sick leave or vacation credit during such period. If his or her leave is occasioned by health disability, the County portion of his or her group insurance premium payment may be paid by the County for a maximum of twelve weeks, if permitted by the carrier. In the event of a personal convenience leave, the employee is required to make monthly health premium payments in advance to the County or coverage will be canceled.

(revised 7/21/09)

NON-DISCRIMINATION

Grant County complies with all federal, state, and local laws, rules and regulations which prohibit discrimination in employment.

OTHER EMPLOYMENT

Employment with Grant County is considered a primary responsibility. Any Grant County employee is allowed to hold a job outside of County employ only if it does not distract, discredit, or interfere with his/her employment with the County.

Employees are encouraged to notify their immediate supervisor and Governing committee regarding employment outside of County employ to avoid job performance problems and conflict of interest matters.

RETURN OF COUNTY EQUIPMENT

Employees leaving County employment must return keys, tools, equipment, manuals and County-provided materials on or before their last day of work. No final pay check will be issued until return of County-issued property is verified. Contact the Personnel Director if employees fail to return County-issued property.

SEPARATION OF EMPLOYMENT

Any employee who voluntarily resigns is requested to provide at least 14 days advance written notice to his/her immediate supervisor. A 60 day advance notice is desirable. This notice should include the effective date and reason for resignation. At the Employer's option, the employee may continue to work during this 14 day period. Should the employer chose to release the employee sooner, wages will be paid to that employee throughout the specified resignation date, not to exceed two weeks. Vacation earned as of the last anniversary date, but unused, will only be paid to those employees who provide 14 days advance notice of resignation.

EMPLOYEE'S ELECTED TO COUNTY OFFICE

Employees elected to any office of Grant County shall be administratively terminated from their previous position at the end of the day preceding the day that they assume elected office. Under such administrative termination, such employees shall be entitled to the same termination benefits as employees who voluntarily resign with proper notice.

Administratively terminated employees shall not be eligible for any special reemployment rights following the completion of their term of office in an elected position.

SMOKING

The County abides by the following ordinance regulating smoking in and around county buildings and in county vehicles:

ORDINANCE NO. 48

ORDINANCE REGULATING SMOKING IN AND AROUND COUNTY BUILDINGS AND IN COUNTY VEHICLES

Whereas, Wisconsin Statutes Section 101.123 authorizes a county board to enact an ordinance regulating smoking in Grant County buildings and vehicles to protect the public; and

Whereas, secondhand tobacco smoke has been classified by the U.S. Environmental Protection Agency (EPA) as a known cause of lung cancer in humans (Group A carcinogen) and there is no safe level of exposure to secondhand smoke; and

Whereas, secondhand tobacco smoke increases the risk of cancer and poses other significant health threats including asthma, emphysema, heart attack and stroke; and

Whereas, smoking related illnesses and premature death contribute to the loss of productivity and soaring costs of health insurance for county employees; and

Whereas, the Environmental Protection Agency (EPA) warns that the concentration of breathable particles from secondhand tobacco smoke in a closed motor vehicle is more than 133 times higher than the current average annual EPA standard; and

Whereas, the American Society of Heating, Refrigeration and Air Condition Engineers (ASHRAE) cautions that no ventilation systems are designed to remove the hazardous toxins and gases of secondhand smoke from the air; and

Whereas, cigarettes are the leading cause of fatal fires; and

Whereas, it is everyone's right to breathe clean indoor air; and

Whereas, persons entering Grant County building and entrance areas (as well as working or doing business within the county owned buildings and vehicles) should be free from exposure to environmental tobacco smoke.

NOW, THEREFORE, be it ordained by the Grant County Board of Supervisors as follows:

Section 1: No person shall smoke or carry a lighted cigarette, cigar, pipe, or any other lighted smoking equipment in any vehicles or buildings owned or leased by Grant County. The non-smoking area is to also include an area consisting of the immediate 25 feet outside Grant County building entrances and Grant County building ventilation systems (air intakes). Other non-smoking areas may be posted where a potential risk of explosion or fire exists. If county owned or leased property boundaries do not allow for the 25 ft. entrance outside requirement, then the actual footage available will apply. Smoking shall be allowed in the following areas:

(A) Smoking will be allowed in Room 611 of the Orchard Manor Nursing Home for residents of the nursing home only.

(B) Smoking will be allowed in the Grant County Fairground's grandstand and the open area under it.

Section 2: A person designated by the Public Property Committee shall post, in a conspicuous place at every Grant County outside building entrance a “no smoking” sign or international “no smoking” symbol consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a bar across it. It shall be unlawful for any person to remove, deface, or destroy any sign or sticker required by this section or to smoke in any place where any such sign or sticker is posted.

Section 3: Any person found violating any of the provisions of Section 1 of this ordinance after being advised by a Grant County employee or officer that smoking is prohibited may be issued a citation by any law enforcement officer of Grant County, Wisconsin. Any citation issued shall contain the information required by Wisconsin Statutes Section 66.0113.

Section 4: The Grant County Corporation Counsel is authorized to handle the prosecution of any citation action filed for violation of this ordinance. The Grant County Corporation Counsel is also authorized to file any lawsuit, which the Corporation Counsel deems necessary to enforce this ordinance and to bring contempt proceedings to enforce this ordinance.

Section 5: Any person found to be in violation of Section 1 of this ordinance shall forfeit \$10.00

Section 6: The cash deposit which can be posted for a violation of Section 1 of this ordinance is \$10.00. Violators are exempt from court costs by statute.

The cash deposit shall be paid to the Grant County Clerk of Circuit Court in Lancaster, Wisconsin. The Clerk of Circuit Court for Grant County shall issue receipts for cash deposits paid under this ordinance.

Section 7: This ordinance shall take effect and be enforced upon passage and publication as provided by law.

Recommended for passage by the Grant County Board of Health and the Public Property Committee and duly adopted by the Grant County Board of Supervisors on this 19th day of July, 2005.

TRAVEL

The County will reimburse an employee consistent with existing policy for actual necessary and reasonable itemized travel costs incurred while on official, authorized County business. The Employer shall have the right to determine the mode of travel used. Commuting expense between an employee's residence and his/her normal place of employment is not reimbursable. All travel must be pre-authorized by the department head in order to be eligible for reimbursement. An employee may receive mileage reimbursement consistent with existing policy for all authorized travel in his/her personal automobile. An employee shall be required to complete a travel expense voucher before reimbursement will be made. Advances for expenses may be granted at the discretion of the department head. Receipts are required for air, train, or rental car travel, hotel and motels, conference registration and all other items including meals. Employees are responsible to ensure that they have adequate insurance while driving private vehicles on County business. Employees are encouraged to discuss adequate insurance coverage levels with their insurance agent.

PERSONAL USE OF GRANT COUNTY-OWNED VEHICLES

The purpose of this policy is to provide direction to Grant County employees on the personal use of Grant County owned vehicles and to satisfy Internal Revenue Service requirements for reporting the personal use of county-owned vehicles. This policy is in strict compliance with Ordinance #48, which prohibits smoking in county vehicles.

Definitions

County-owned vehicle - means a vehicle owned by Grant County for use on public streets, roads and highways. The Grant County Public Property Committee oversees the county vehicle policies, insurance and other vehicle responsibility on behalf of Grant County.

Personal Use – all use that is not for the purpose of conducting Grant County business or that is not necessary to perform duties of employment.

Employee - a person employed by Grant County and its subdivisions and its elected officials.

Law Enforcement Officer – A law enforcement officer is a full-time employee of the Grant County Sheriff's Department responsible for preventing or investigating crimes involving injury to persons or property.

Sheriff's Department Vehicle – means a marked or unmarked Sheriff's Department vehicle owned by Grant County or its subdivision or agencies which are used for official law enforcement purposes. A marked Sheriff's Department vehicle is a vehicle that's marked with rooftop emergency lights and or decals, symbols or words which indicate that it is a police vehicle. A marking on a license plate is not a clear marking for this purpose. An unmarked Sheriff's Department vehicle is a vehicle which has dashboard or grill emergency lights but does not otherwise have emergency lights, decals, symbols or words which indicate that it is a police vehicle.

Emergency Management Vehicle – means a marked or unmarked vehicle owned by Grant County or its subdivision or agencies and utilized by the Department of Emergency Management. Emergency management Vehicles are equipped with emergency lighting, communications equipment, and specialized safety and emergency equipment for responding to emergency and disaster situations.

Policy Regarding County-Owned Vehicles that are not Grant County Sheriff's Department Vehicles.

General Statement of Policy - It shall be the policy of Grant County to prohibit employee use of County-owned vehicles for personal purposes.

Commuting Rule Exception – Grant County employees which includes without limitation the Grant County Highway Commissioner, Patrol Superintendents, Emergency Management employees, and other designated employees who by the nature of their duties must have County vehicles available for emergencies or employment or governmental business purposes may use County-owned vehicles for commuting or de minimis personal use (e.g. such as a stop for a personal errand on the way between a place where Grant County business was conducted and the employee's home.) Employees will be taxed on IRS defined value for commuting use.

Vehicle Identification

All Grant County owned or leased vehicles, with the exception of those vehicles specifically designated as unmarked squad cars and Emergency Management vehicles also used by Grant County Sheriff's Department for undercover work shall have a clearly identifiable Grant County logo on the left and right front doors.

All Grant County owned or leased vehicles, with the exception of those vehicles specifically designated as unmarked squad cars of the Sheriff's Department for undercover purposes, shall be registered as municipal vehicles.

Acquisition, Purchase or Lease of Vehicles

County-provided vehicles shall be acquired, purchased or leased through the annual budget process with the home committee approval. The County will attempt to reassign used vehicles when practical.

The County Highway Commissioner shall be authorized to purchase and sell County road machinery as authorized by the Highway Committee pursuant to Ss. 83.015(2) (1) and (b). The Highway Department and Law Enforcement will report to their committees on the purchase and/or sales of vehicles.

A copy of vehicle titles will be filed in the County Clerk's office as soon as title has been received by the County department.

Personally Owned Vehicles Used for County Business

The County's liability insurance program provides limited coverage for employees while operating personally owned vehicles to conduct County business. This coverage is limited to protection from claims made against the County and the employee while operating in the course of employment. The County's liability insurance coverage is excess over the employee's personal automobile liability insurance.

The County does not provide insurance coverage for physical damage to an employee's privately owned vehicle. Employees who use personally owned vehicles for County business should confirm that their personal auto insurance policy provides coverage for this use.

The County will reimburse employees for actual necessary and reasonable mileage expenses incurred while on official authorized County business. Commuting expenses between an employee's residence and his/her normal place of employment are not reimbursable. All travel must be authorized by the department head to be reimbursable. Mileage reimbursement will be established by union contracts or County Board Resolution for use of an employee's personal vehicle while on authorized business.

(approved 3/17/09)

UNEMPLOYMENT COMPENSATION

County employment is covered by Wisconsin Unemployment Compensation Laws.

ON-THE-JOB ACCIDENTS

It is our policy to insure that you have safe and healthful working conditions. Employees are asked to help the County by observing good safety practices and maintaining good health. Employees are encouraged to inform their supervisor of any hazardous situations.

All accidents, no matter how small, must be reported to your supervisor immediately. Your supervisor will see that you get appropriate medical care and may require you to obtain medical attention.

Employees are covered by Worker's Compensation Insurance in accordance with State law. Worker's Compensation provides payment to employees injured at work to replace lost income. It also provides payment of medical bills and related expenses. It covers diseases if due to employment, as well.

It is essential that an accident report be filed with the Personnel Department or your Worker's Compensation may be jeopardized. Employees submitting, or assisting those submitting, false Worker's Compensation claims will be subject to disciplinary action up to and including termination. Legal action may also be taken against employees submitting fraudulent claims. Employees receiving Worker's Compensation are not eligible for holiday pay. Grant County will continue to pay the employer portion of the Health Insurance premium, but not to exceed three (3) months.

Note: Workers' compensation pays disability benefits (approximately 2/3 of wage at time of injury) for days four (4), five (5), six (6), and seven (7). If the disability lasts longer than seven (7) working days, the first three (3) days are reimbursed. The employee may apply earned sick leave for any days not covered by workers' compensation.

(revised 6/21/05)

FLEET SAFETY

Grant County Fleet Safety Program for Drivers of County Owned Vehicles While on County Business

Purpose - The Grant County fleet safety program is instituted to promote safe driving, reduce accident frequency and severity, and to take positive steps to correct individual problem areas of county employees driving County owned vehicles on County business.

Functions of Director or Supervisor:

1. Request and evaluate the Motor Vehicle Record (MVR) of licensed drivers/applicants for appointment or transfer into a function requiring the driving of a vehicle on county business.
2. Prior to appointment, arrange for the driver/applicant to take and successfully complete a physical examination as determined by the Agency Director.
3. Participate in or provide for "road test" to be successfully completed before appointment and/or during the probationary period when special equipment, as determined by the Agency Director, is used.
4. After appointment, an MVR may be requested and evaluated at any time.
5. Provide for in-service driver safety training at least once per year, if possible, on County time. Training, MVR evaluation and performance evaluation could occur in the same time interval.
6. Administer all provisions as provided in this policy.

Terms and Definitions:

Accident Review Committee - Each affected agency is required to designate two (2) employees to serve with a Governing Committee Member, Designee in Sheriff's Department and the Personnel Director on the Accident Review Committee to determine the preventability of a motor vehicle accident, or incident based upon informed opinion and factual information.

Motor Vehicle Accident/Incident - Any accident/incident (whether in motion, temporarily stopped, or parked) that results in physical damage, and/or property damage, and/or personal injury, regardless of who was hurt, what property was damaged, or who was responsible.

Accident/Incident Reporting:

All accidents/incidents involving a county owned vehicle which occurs while such vehicle is being driven on county business must be reported by the involved employee to the supervisor or agency director within twenty-four hours after the occurrence, whenever possible. The reports and forms to be completed will be provided by the agency director and a copy of which will be filed in the employee's personnel file.

Accident/Incident Committee Review:

All accidents/incidents that meet one or more of the following criteria will be evaluated for preventability/non-preventability.

1. Every accident/incident where there is injury to or death of any person. Injury means physical/mental injury to a person resulting in death, the need for first aid or attention by a physician, surgeon or other authorized medical practitioner, regardless of whether first aid or medical attention was received.
2. Total damage to privately owned property of any one person to an apparent extent of \$1000.00 or more.
3. Damage to government owned property to an apparent extent of \$200.00 or more.
4. Damage to government owned vehicles to an apparent extent of \$1000.00 or more.
5. Every incident/accident where a traffic citation is issued to the county employee. Criteria documented in 1 through 4 do not apply.

Exemptions:

1. Accidents involving deer collisions will be exempt from committee review, if determined non-preventable by the designee in the Sheriff's Department and the Personnel Director.
2. Accidents/Incidents when county vehicle is legally parked will be exempt from committee review, if determined non-preventable by the designee in the Sheriff's Department and the Personnel Director.

Membership of Accident Review:

1. Personnel Director (Review Committee Chair)
2. Designee in Sheriff's Department
3. Governing Committee Member
4. Two Agency/department designees

Procedure for Accident Review Committee:

1. Frequency of meeting - Chair must call a meeting to review the accident/incident reports no later than ten (10) working days after the occurrence or as soon thereafter as all information and participants are available.
2. Prior to determining that an accident was preventable, an outside agency may conduct an investigation. Great weight will be given to the outside investigation agency's report.
3. The employee should appear before the committee.
4. Voting - The Chair shall request a consensus in which the committee by majority vote decides whether an accident/incident was "preventable" or "non-preventable". This will be done on the merits of each case.
5. Inform the Employee - The Chair will advise the functional supervisor or agency director who will determine appropriate action and advise the employee.
6. Minutes of meeting will be made available to authorized individuals upon request.

Remedial Action:

To determine the course of action after an occurrence of an accident/incident, use the following chart.

ACCIDENT/INCIDENT	POINTS
Non preventable accident/incident - File report in employee's personnel file.	0
Any preventable accident resulting in physical damage, and/or property damage, and/or personal injury, or any traffic violation conviction/citation NOT identified below.	20
Second preventable accident resulting in physical damage, and/or property damage, and/or personal injury in a one year period.	40
Third preventable accident resulting in physical damage, and/or property damage, and/or personal injury in a one year period.	60
Citation and/or accident/incident while under the influence of an intoxicant or illegal drug. (See Substance Abuse Policy)	80
Conviction of the following major offenses:	
a) Homicide resulting from the operation of any car involving conduct of unreasonable risk, high degree of negligence, or while under the influence of intoxication or illegal drug.	80
b) Any felony in which a car is used.	80
c) Failure to stop when involved in an accident resulting in death of, or personal injury to another, or serious property damage. Serious property damage is determined by state accident reporting criteria.	80

Points assigned for a single accident/incident are purged from the employee's record after one year from the date of point assignment.

Accident/Incident Point Actions:

A) 40 Points - Employee must take driver training course as designated by the Agency Director.

B) 60 Points - Employee must take driver training course as designated by the Agency Director as well as classroom course on defensive driving. In addition the following rules apply for accidents/incidents noted:

Two preventable accidents occurring within a one (1) year period mandates an immediate five (5) working day suspension without pay and the successful completion of the required physical examination as determined by the Agency Director within the five day suspension period. Suspension without pay for a period, usually 30 days, will result after the five days if compliance of policy has not been met.

C) 80 Points or Loss of License - Subject to termination unless non-driving functions as determined by the Agency Director can be assigned.

(revised 11-14-2006)

EMPLOYEE VOLUNTEER - EMERGENCY SERVICES

It is the policy of Grant County to support employees who provide unpaid volunteer emergency services to the citizens of Grant County.

1. Employees who are unpaid emergency service volunteers (e.g., Firefighters, Emergency Medical Technicians, etc.) for other municipalities or agencies may participate in emergency crisis situations occurring during their regularly scheduled working hours with prior county department head or department head designee approval. Employees are to notify their department head or department head designee in advance if they wish to respond to emergency calls for other municipalities or agencies. The department head or department head designee may approve or deny such employee requests. County employees acting as such volunteers are not acting within their scope of employment as Grant County employees. Employee participation in unpaid volunteer emergency services must not adversely affect the employee's job performance or be detrimental to the departments service to the citizens of Grant County.

2. Employee participation in unpaid emergency service volunteer activities for other municipalities or agencies will not be considered as hours worked for Grant County pay purposes. When acting as an unpaid emergency service volunteer for other municipalities or agencies, the employee may receive, with prior department head approval, an allotment of compensatory time equal to the time spent in unpaid volunteer emergency service activities occurring within their regularly scheduled working hours. In making such decisions on whether to approve or deny the allotment of compensatory time, the department head shall consider budget, staffing, productivity and other factors.

3. Department heads are encouraged to make efforts to avoid calling in employees to work on days the employee has served as an unpaid emergency service volunteer during their entire regularly scheduled working hours.

**Grant County Drug Free Workplace and Alcohol
and Other Drug Abuse Policy**

Grant County is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any employee illegally uses drugs on the job, comes to work under the influence, or possesses, distributes or sells drugs or alcohol in the work place. Grant County is committed to a drug and alcohol free work place. Therefore, Grant County has established the following policy. This policy is effective immediately and will be enforced uniformly with respect to all employees. The purposes of this policy are:

1. To establish and maintain a safe, healthy working environment for all employees, residents and the public.
2. To promote rehabilitation assistance for any employee who seeks such help.
3. To reduce the number of accidental injuries to person or property.
4. To reduce absenteeism, tardiness, and to improve productivity.
5. To safeguard the reputation of Grant County and its employees within the community at large.

Alcohol and Other Drug Abuse is defined as use of alcohol, illegal drugs, and taking medicine prescribed for another person. The words "illegal drugs" refers to any drug defined as a controlled substance under Wisconsin Statute or Federal Statutes. Alcohol and Other Drug Abuse also includes the use of prescription drugs and any product with the intent of purposely becoming intoxicated, euphoric, or high.

A prescribed drug is any substance prescribed for individual consumption by a licensed medical practitioner.

Alcohol is defined as follows: (a) Beer as defined in 26 USC 5052 (a) of the Internal Revenue Code of 1954; (b) Wine of not less than one half of one per centum of alcohol by volume; or (c) Distilled spirits as defined in Section 5002 (a) (8) of such code. Alcohol includes but is not limited to the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

An alcohol concentration of 0.02 or greater, while on duty for Grant County, as indicated by an alcohol breath test or blood alcohol test is may result in disciplinary action up to and including termination.

Federal Department of Health and Human Services drug test levels will be used to determine presence of illegal drugs. Drug testing will be done by DHHS certified laboratories. It is a violation of County policy for employees to be under the influence of alcohol (.02 or greater), illegal drugs, or misuse legal drugs during working hours for Grant County.

It is a violation of County policy for any employee to use, sell, possess, transfer or purchase illegal drugs, controlled substances or alcohol on Grant County property or while performing Grant County business unless such activity is a part of an assigned job duty. Such action, may be reported to appropriate law enforcement officials.

Violations of this policy are subject to disciplinary action up to and including termination.

Any employee whose off-duty abuse of alcohol or illegal or prescription drugs results in excessive absenteeism or tardiness or is the cause of a work related accident(s) or poor work performance must see their physician and obtain a referral to a certified substance abuse program for rehabilitation and will face discipline and/or termination if he/she rejects that program or continues to have job performance problems.

Each employee may be tested for drugs and/or alcohol if he/she has been observed using a prohibited substance on the job (including but not limited to illegal drugs or alcohol), or if Grant County supervisory staff has other reasonable suspicion for testing him/her.

Employees testing positive for illegal drugs and/or alcohol will be subject to disciplinary action up to and including termination. Employees testing positive must see their physician and obtain a referral to a certified substance abuse counseling program. Grant County does offer group health insurance benefits to eligible employees. The employee will pay for all costs of rehabilitation not covered under the employee's benefit plan. If the employee is not terminated he/she will be subject to unannounced follow-up testing anytime during the first six months after returning to work or anytime during the course of the substance abuse counseling program. Employees must sign a release allowing Grant County to verify compliance with the substance abuse counseling program. Employees who fail to submit to required testing, test positive a second time, fail to sign a release or fail to comply with the certified substance abuse program will be subject to disciplinary action up to and including termination.

As a condition of employment, employees must abide by the terms of this policy and must notify Grant County in writing of any conviction of a violation of a criminal drug statute occurring in the work place no later than five calendar days after such conviction. Employees who are convicted of any criminal drug

statute violation will be terminated immediately if a relationship can be shown between the drug activity and conduct at the work place.

The administration of Grant County reserves the right to inspect lockers and/or vehicles owned by or leased to Grant County (and contents therein) at any time in an effort to enforce this policy. Employees are hereby put on notice that said locker(s) or vehicle(s), although assigned to individual employees, are subject to inspection and remain under the exclusive control of Grant County.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive and drug and alcohol free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs or alcohol is not compatible with employment at Grant County.

SEXUAL AND OTHER HARASSMENT POLICY

Grant County is an equal opportunity employer committed to maintaining a workplace free from discrimination. In keeping with this commitment, Grant County will not tolerate harassment of any of its employees, customers, or vendors, whether sexual harassment or harassment because of his/her gender, race, color, national origin, age, ancestry, disability, religion, use of statutory family/medical leave, or other legally protected characteristic.

Sexual harassment is unwelcome verbal or physical conduct of a sexual nature. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, a condition of employment;
2. Submission to, or rejection of, such conduct is the basis for employment decisions, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or the conduct creates an intimidating, hostile or offensive working environment.

Examples of sexual harassment include sexual propositions, sexual innuendo, suggestive comments, sexually orientated "jokes" or teasing, displays of sexually explicit pictures or cartoons, leering, whistling, making obscene gestures and physical contact such as touching, pinching, brushing against another's body, coercing sexual intercourse, continuous requests for dates after the recipient states he or she is not interested, or name calling.

Sexual harassment is measured from the viewpoint of a reasonable woman if the victim is a woman, or a reasonable man if the victim is a man. It is not the intent of the person engaging in the activity that determines what constitutes sexual harassment, but rather, the effect the activity has on the victim. Thus, well-intentioned compliments may be considered sexual harassment if a reasonable person of the same sex as the recipient would perceive it to be harassing, whether or not the compliment-giver intended to harass.

WHAT OTHER KINDS OF HARASSMENT ARE PROHIBITED? The County's policy is to provide an atmosphere free from discriminatory intimidation, ridicule, and insult based on sex, race, religion, national origin, age, disability, or other characteristic protected by law.

Any employee who believes that he/she has been harassed in violation of this policy should immediately report the matter to his/her department head or the Personnel Department. Grant County forbids retaliation against anyone for reporting sexual harassment or otherwise assisting in the investigation of a sexual harassment complaint. Employees are expected to cooperate with the investigation of sexual harassment. Employees who fail to cooperate with an investigation or who gives false information will be subject to disciplinary action, up to and including termination of employment.

It is the policy of Grant County to investigate all complaints of sexual and other harassment thoroughly and promptly. Grant County will, to the greatest extent possible, maintain the confidentiality of those involved in the investigation. If the investigation confirms that harassment has occurred, Grant County will take appropriate disciplinary action, up to and including termination of employment. In the case of customer or vendor harassment, the County will act promptly to remedy the harassment and prevent further occurrences.

You may file a complaint with the government concerning a perceived violation of this policy. Contact the Equal Employment Opportunity Commission or the Wisconsin Department of Workforce Development – Equal Rights Division for further information. (Revised 1-20-2000)

WORKPLACE VIOLENCE POLICY

Grant County is committed to providing a work environment that is free from violence. Any acts or threatened acts of violence will not be tolerated. Anyone engaging in violent behavior will be subject to discipline, up to and including termination, and may also be personally subject to other civil or criminal liabilities.

This policy requires the combined efforts of all employees to enforce. Employees will report any act of violence or any threat of violence to their supervisor. All such reports will be fully investigated. Employees who find it necessary to obtain a restraining order, injunction against harassment, order of protection or any other court order designed to prevent acts of violence or harassment from local judicial or law enforcement agencies, should immediately notify their supervisor and the Personnel Director. Every effort will be made to keep employees safe at work.

Supervisors, managers and/or directors will take the workplace violence concerns of employees seriously. They will trust the instincts of employees who are worried or fearful of another employee or customer. They will bring bizarre, erratic, or aggressive employee/citizen behavior to the attention to the Personnel Director. Swift corrective and/or disciplinary action will be taken as necessary to stop aggressive behavior. Employee dismissals will be handled in as positive and forward-looking a manner as possible to avoid and/or deter aggressive retaliation. Law Enforcement support will be obtained as necessary to ensure workplace safety.

Workplace violence is any act or threat (either verbal or implied) of physical violence, including intimidation, harassment, and/or coercion, which involve or affect, Grant County employees or which occur on Grant County property.

Acts or threats of violence include, but are not limited to, the following:

- All threats or acts of violence occurring on Grant County property regardless of the relationship between Grant County and the parties involved in the incident.
- All threats or acts of violence occurring off Grant County premises involving someone who is acting in the capacity of a representative of Grant County.
- All threats or acts of violence occurring off Grant County premises involving an employee of Grant County if the threats or acts affect the legitimate interests of Grant County.
- Any acts or threats resulting in the conviction of an employee or agent of Grant County, or an individual performing services on a contract or temporary basis, under any criminal code provision

relating to violence or threats of violence which adversely affect the interest and goals of Grant County.

Specific examples of conduct, which may be considered threats, or acts of violence include, but are not limited to, the following:

- Hitting or shoving an individual.
- Threatening an individual or his/her family, friends, associates, or property with harm.
- The intentional destruction or threat of destruction of county property.
- Harassing or threatening phone calls.
- Harassing surveillance or stalking.
- The suggestions or intimation that violence is appropriate.
- Possession or use of firearms or weapons.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay”, or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the County except by authorized law enforcement officers.

Grant County’s prohibition against threats and acts of violence applies to all persons involved in the departments operation, including Grant County personnel, contract and temporary workers, and anyone else on Grant County property. Violations to this policy will lead to disciplinary action that may include termination, arrest and prosecution.

Employees should learn to recognize and respond to behaviors by potential perpetrators that may indicate a risk of violence. All suspicious individuals or activities should also be reported as soon as possible to your supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

Employees shall place safety as the highest concern, and shall report all acts or threats of violence immediately. Every employee and every person on Grant County property is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to your immediate supervisor or the Personnel Director.

Any employee who believes that he/she has been the subject or has been a witness of workplace violence should immediately report the matter to his/her immediate supervisor or the Personnel Director. Employees are expected to cooperate with the investigation of any workplace violence incidents.

Employees who fail to cooperate with an investigation or who gives false information will be subject to disciplinary action, up to and including termination of employment.

It is the policy of Grant County to investigate reports of workplace violence for all acts occurring on county property or against an employee acting in their capacity as an employee. The identity of the individual making a report will be protected as much as is practical. To maintain workplace safety, the County may suspend employees pending the investigation.

It is the responsibility of managers and supervisors to make safety their highest concern. When made aware of a real or perceived threat of violence, management shall immediately inform the Personnel Director. Management shall conduct a thorough investigation and take specific actions to help prevent acts of violence.

Nothing in this policy alters any other reporting obligation established by Grant County policies, or in state, federal, or other applicable law. (Approved January 20, 2000)

ELECTRONIC COMMUNICATIONS POLICY

This policy governs the use of Grant County's computers and information systems by its employees. Grant County has implemented electronic communications to enhance the quality of our business communications and the County encourages staff to use information technology to its fullest potential in order to provide services of the highest quality to Grant County residents or customers, to discover new ways to use computer resources, to enhance services, and to promote staff development.

Our achievement of that goal depends on maximizing the proper business use of Email and Internet access. Grant County's policy applies to all workers (employees, contractors, volunteers, etc.) who use County computers, County computer networks, or County electronic communication resources.

All electronic and telephonic communications systems (Email, voicemail, computers, facsimiles, Internet, etc.) and all information transmitted by, received from, or stored in County systems are the property of the County and as such are to be used solely for official County business.

The guidelines and prohibitions established in this policy are meant to protect Grant County's computer equipment, software and data from damage caused by the unauthorized use of the Grant County computers and County computer networks by Grant County employees or unauthorized access by third parties to the County computers and County networks. This policy is also intended to protect Grant County employees from harm that may result from the improper use of Grant County's computers and computer networks by other Grant County employees or unauthorized third parties.

Employees are prohibited from using any means of electronic communications without first reading and signing this policy.

Policy:

In accordance with this policy, the IS Department shall be responsible for:

1. Administering and maintaining the various servers and workstations at Grant County that are acquired through Data Processing's budget;
2. Establishing standards for the organization of data on Grant County's shared networks and local hard drives of Grant County users in order to facilitate network administration and upgrades;
3. Establishing disaster back-up procedures for storing Grant County data from the Grant County network and servers;

4. Installing anti-virus software on servers and workstations, and a “firewall” between County servers and Internet connections;
5. Providing each authorized user on the Grant County network with a user identification (User ID) and providing access for each user to resources available on the network;
6. Procuring new hardware and software to meet Grant County’s current and future network needs; and
7. Monitoring communications, software, and applications on the Grant County computer network and Internet use in order to assess and to identify any abuses.

Any use of Grant County’s computers or a County computer network by an employee constitutes a waiver of any right to privacy concerning such use, including any personal communications using Grant County resources. Grant County reserves the right and may exercise the right to review, audit, intercept, and disclose to the employee’s supervisor all communications on the Grant County computer or a Grant County computer network at any time without prior notice to employees. County employees who use County computers or County computer networks for their own unauthorized personal matters, or who allow others to use a County computer or network for non-county business, shall be subject to disciplinary proceedings, up to and including termination of employment.

Software:

Grant County has the exclusive right to install all software used on Grant County’s computers and computer networks. The installation of any software on Grant County’s computers and computer networks during work time or personal time without the expressed approval of the employee’s Department Head and the IS department is prohibited. Grant County will remove all unauthorized software from its servers or workstations. Grant County will monitor software use by Grant County employees for licensing purposes and to protect against viruses and other unauthorized use of Grant County’s servers or workstations by third parties.

Data:

All data, whether on a Grant County computer, County computer disc, server or on a workstation is the property of Grant County. It is against Grant County policy for a Grant County employee to purposefully delete or modify the work product of another Grant County employee without the consent of the employee that created the work product, or that employee’s supervisor. For the purposes of this policy, work product means any compilation of data, analyses, reports or correspondence selected, coordinated, or arranged by an employee.

Much of the data in Grant County's computers and computer networks is confidential. The release of such Grant County data to third parties shall be governed by applicable law and policies adopted by Grant County concerning the release of County data.

Security:

The IS department will provide each employee with a unique user identification (User ID) to gain access to the Grant County computer network. Authorized users of the Grant County network will also be required to enter a password to gain access to their individual and shared areas on the network servers and other information resources located on the network.

Grant County employees will be responsible for maintaining the confidentiality of their user ID's and passwords. Grant County employees are required to change their passwords every six months. Grant County employees shall notify the IS Department if they believe that unauthorized users have obtained their User ID or password information to gain access to their user area or Grant County's network. Each Department Head or their designee shall maintain a username and password list. There will be no file(s), programs, or data that cannot be accessed by appropriate management personnel.

If the IS Department believes that the security system of the Grant County computer network has been compromised by an unauthorized user, the IS Department shall take appropriate action to disable the User ID and passwords of users, workstations or other access points to the system that may be involved. The IS Department shall revoke an employee's User ID access to the Grant County computer network upon termination of employment at Grant County or at any time based on information indicating the employee has engaged in conduct that could disrupt, interfere or expose the network to damage or to unauthorized use. It is the responsibility of the supervisor of a former employee to notify IS to revoke the former employee's password.

Prevention of Computer Viruses:

Computer viruses and other debilitating programs present a major threat to the integrity of Grant County's information systems. Viruses are programs that infiltrate a computing environment and disrupt or damage computers, networks, program applications and data. To prevent such problems from occurring on Grant County's computer network, authorized persons will install anti-virus software on servers and workstations. Servers and workstations will be scanned for viruses on a regular basis.

All floppy disks, USB drives (also know as thumb, flash, or pen drives), and workstation hard drives will be presumed to have viruses. Therefore, the virus software will automatically scan every file accessed by a user.

Monitoring Communications and Software Use:

Some of the communications and data on Grant County computers and computer networks are public records subject to public records requests and other communications and data on computers and networks are considered confidential by law and are not subject to public records requests. All communications on and uses of Grant County's network or applications of any licensed software program installed in a workstation or server during work or personal time may be monitored from time to time by the IS department. Grant County employees should be aware that any such communications and other uses of the network are not private and that Grant County reserves the right and may exercise the right to review, audit, intercept, and disclose to an employee's supervisor all messages on the Grant County network at any time with or without prior notice to the employee. No employee should have any expectation of privacy as to his or her Internet usage or any other County provided electronic communications, e.g., Email, telephones including voice mail, computers, facsimiles, etc.

Data Storage:

IS shall be responsible for organizing all data on the Grant County computer network in a manner that will allow users to readily access files and other information on the network. IS shall further establish procedures or protocols governing the deletion and retention of all data on the network, including the development of record retention schedules.

While the IS Department will be responsible for disaster recovery and back up of all data on Grant County servers, computer users are responsible for protecting data or information maintained locally at their workstations, including backing up data on individual workstations to ensure that data saved on individual workstations conforms to established record retention schedules and that such data is available to authorized users during the appropriate retention periods.

Email:

The Communication Decency Act of 1996 prohibits using email without disclosing one's identity with the intent to annoy, harass, abuse, or threaten another.

The content and maintenance of Grant County's electronic mail and shared file storage areas are the user's responsibility. Employees are expected to communicate in a professional manner that will reflect positively on them and Grant County. Misuse may result in discipline.

Like all other communications on the Grant County computer network, Grant County employees should be aware that electronic mail messages sent within the Grant County network or on the Internet using Grant County's computer equipment are not private communications and that all Email messages are the property of Grant County. Grant County reserves the right to access, review, and disclose to the employee's supervisor all Email messages. Grant County staff should regard all Email messages as non-private communications that may be viewed by Grant County management.

Please be aware that Grant County, as a governmental agency, must comply with various state and federal guidelines concerning open records. Email documents can sometimes be subject to public records requests; depending upon their content. It is the employee's responsibility to save these messages, whether in electronic format or hard copy, pursuant to records retention statutes and Grant County's record retention ordinance. The IS Department will not be responsible for saving or producing these messages.

Internet Access:

The Internet provides access to a wide variety of information or resources that can assist Grant County employees in the performance of their jobs. Grant County is concerned, however, that the availability of this resource on the Grant County computer network may have an adverse impact on employee productivity. Grant County will monitor Internet usage at workstations and remote sites and maintain a record of employee time on Internet and sites accessed to determine the benefits and potential productivity problems related to Internet use. Potential productivity problems will be brought to the attention of the appropriate Department Head and/or Personnel Department.

Many of the services available on the Internet are provided on a fee basis or free of charge. County resources (hardware, software, personnel, supplies, data, facilities, etc.) are intended for authorized business use only. Any individual who copies proprietary software or County data for personal use or unauthorized installation onto other personal computers or who uses resources for other than authorized business will be subject to disciplinary action.

Each system has its own rules and limitations. Grant County employees have an obligation to be aware of computer security, economic, and privacy concerns associated with the use of various

systems on the Internet, and to guard against computer viruses and incurring costs while conducting research or communications on the Internet. At no time, however, shall an employee knowingly incur charges for Internet usage without the express consent of their immediate supervisor.

Personal Use of Network and Computers:

The use of any software and business equipment (including, but not limited to, facsimiles, computers, printers, telephones, and copy machines) for personal purposes is strictly prohibited, unless expressly permitted by a designated manager. Personal purposes include, but are not limited to, soliciting or proselytizing for commercial purposes, union, religious, or political causes, or other non-job related reasons.

The use of Grant County computer resources constitutes a waiver of any right to privacy concerning such use, including any personal communications using the Grant County resources. If the user wishes confidentiality, he or she must use privately owned equipment and private access to such information services. This waiver does not mean that a confidential record will be turned over to persons not entitled to receive same. Documents, including ones on a computer or computer network will be turned over to the employee's supervisor.

Prohibited Activities:

Grant County employees are responsible for preserving the integrity of Grant County's computer network and computer systems and agree not to interfere with or disrupt Grant County's computer network, other network users, services, programs, software, or equipment.

Interference or disruption with the Grant County network, other network users, services software or equipment may include, but are not limited to the following:

1. the use of the Grant County system and/or networks to gain unauthorized access to remote systems;
2. use of the Grant County system to copy and/or distribute unauthorized system files or copyrighted material, such as third-party software, pictures, documents;
3. intentional attempts to "crash" the Grant County computers or computer networks systems or program, attempting to secure unauthorized higher level privileges on the networked systems;
4. the willful or negligent introduction of computer viruses or destructive programs that could adversely affect the Grant County computers or computer networks;

5. sharing User ID's and password information with any other person. If a Grant County employee does share his or her User ID and password with another person, the employee shall be solely responsible for the actions that other person has appropriated;
6. deleting, examining, or modifying files or work product belonging to other users without their prior consent; or
7. using the computers or computer networks or any of its authorized software for personal gain or solicitation, to harass or threaten others; to send junk mail or "for-profit" messages.

It is also against Grant County policy for an employee to engage in the following conduct on the Grant County computers or computer networks:

1. to use the computers or computer networks for unlawful activities;
2. to use abusive or obscene language in any messages transmitted on the computers or computer networks, including any internal or external Email messages, sexually explicit messages, cartoons, ethnic or racial slurs, Internet communications, or other transmissions that could be construed as the harassment or disparagement of others;
3. to engage in behavior on the computers or computer networks that is inappropriate, including pornography or any other inappropriate web surfing;
4. to engage in behavior on the computers or computer networks that is prohibited under the Grant County Personnel Policies, including but not limited to, harassment, work-place violence, etc.; or
5. to engage in any other conduct that could cause congestion and disruption of Grant County's computers or computer networks and systems.

Many County policies apply to the use of electronic and telephonic communication systems, including those concerning courtesy, harassment, reporting absences, and solicitation. Grant County reserves the right to revise or expand its definitions of prohibited communications and place additional restrictions on Email/Internet usage at any time. Employees who fail to comply with the electronic communications policy or other County policies may be subject to disciplinary action, up to and including, termination of employment.

Compliance with Laws:

Grant County employees will be responsible for respecting and adhering to local, state and federal laws in conducting their work on Grant County's computers or computer networks.

Any attempt to break those laws through the use of the computers or computer networks may result in litigation against the offender by the proper authorities. If such an event should occur, Grant County will fully cooperate with the appropriate authorities to provide any information necessary to assist the relevant law enforcement authorities during the investigation process.

(originally approved 7/21/98; revised 2/20/07)

My signature indicates that I read and understand the County's Electronic Communications Policy. I understand and agree that violating these policies or applicable local, state, and/or federal laws may be subject to immediate loss of all computers, Email, and Internet privileges. In addition, disciplinary action may be taken against any violator under the County's Personnel Policies and Procedures.

Signature

Date

IV. PERSONAL CONDUCT AND DISCIPLINE

DISCIPLINE

A. Policy. Notwithstanding the fact that employees of Grant County are employed "at will", the purpose of discipline is to correct the job behavior and performance problems of employees. The County will attempt to inform the employee of standards of conduct and performance which are expected. However, because the County cannot list every conduct or all performance criteria which may make disciplining an employee necessary, an employee is expected to conduct him/herself in a manner which is appropriate to his/her employment setting. An employee is expected to perform to the greatest extent of his/her ability. Rules and standards should be consistently applied. Penalties should be uniform and match the infraction. Persons administering corrective discipline should systematically document the issues. Records of reprimands and copies of written warnings, suspensions, demotions or terminations should be provided to the employee, to the employee's supervisor, and be kept in the employee's personnel file. Demotions, suspensions and terminations will be discussed with the Personnel Director, or his/her designee, before such actions are taken. In the event that immediate dismissal is required and the department head or Personnel Director, or his/her designee, cannot be reached the employee shall be suspended by the person in charge of the department at that time, pending investigation.

B. Grounds for Disciplinary Action. The following non-exclusive examples may result in disciplinary action ranging from a warning to immediate termination, depending upon the seriousness of the offense, in the judgment of management.

1. Dishonesty or falsification of records.
2. The use of alcoholic beverages or drugs which effects job performance. No alcoholic beverages or illegal drugs will be allowed on County premises, nor will on the job use or possession of these substances by County employees be tolerated. Refer to the Grant County Drug Free Workplace and Other Drug Abuse Policy.
3. Unauthorized use or abuse of County equipment, property, or supplies.
4. Theft or destruction of County equipment, property, or supplies.
5. Work stoppages such as strikes or slowdowns.
6. Insubordination or refusal to comply with the proper order of an authorized supervisor.

7. Unlawful conduct, which is a violation of (or refusal to comply with) pertinent laws and regulations, when such conduct impairs the ethical operation of County services.
8. Tardiness, unauthorized or excessive absence, or abuse of sick leave.
9. Use of official position or authority for personal or political profit or advantage.
10. Disregard for, or repeated violations of, safety rules and regulations.

Other circumstances may warrant disciplinary action and will be treated on a case-by-case basis.

C. Sequence of Disciplinary Action. Depending upon the severity of the infraction, the past work record of the employee and other mitigating circumstances, the following are disciplinary actions that may be utilized when an employee conducts him/herself inappropriately or performs inadequately. These are guidelines only. The County reserves the right to bypass some or all levels outlined below.

1. LEVEL ONE: Verbal Reprimand (documented).
2. LEVEL TWO: Written Warning.
3. LEVEL THREE: Suspension.
4. LEVEL FOUR: Termination.

An appropriate form is available through the County Personnel Department for use in documenting discipline.

COMPLAINT RESOLUTION PROCESS

A. Policy. It is the policy of the County to treat all employees equitably and fairly in matters affecting their employment. Each employee of the County shall be provided ample opportunity to understand and resolve matters affecting employment which the employee believes to be questionable. Complaint process forms and instructions shall be available to each employee and the presentation of any complaint will be considered the right of each employee without fear of reprisal.

B. Administration. The Employee Relations Committee (ERC) through the Personnel Director, will supervise and administer the complaint process. Supervisors and department heads will keep the Personnel Director informed of all complaints in progress.

C. Definition of a Complaint. A formal employee allegation regarding the inappropriateness of certain policies and decisions about the employee's wages, hours of work, seniority, status, or other terms and conditions of employment.

D. Discussion of the Problem with Supervisor. Any employee having a problem regarding his/her employment shall first discuss the problem with his/her immediate supervisor. If the problem is not settled to the employee's satisfaction, the employee may present his/her complaint according to the procedures below.

1. The employee shall present the written complaint to the department head within ten (10) working days of the date of the alleged complaint or knowledge of the occurrence giving rise to the complaint. The department head will give an answer to the complainant, in writing, within ten (10) working days from the date the meeting was held to discuss the complaint.

2. If a satisfactory settlement is not reached as outlined above, the employee may present the complaint, within ten (10) working days from the date of receipt of the department head's answer, to the Personnel Director. A meeting will be held at a mutually agreeable time between the Personnel Director and the employee to discuss the complaint. Following said meeting the Personnel Director will provide an answer, in writing, within (10) working days.

3. Failing satisfactory adjustment through the foregoing, the employee may appeal the decision to the ERC within ten (10) working days. If possible, at its next regularly scheduled meeting, the ERC, along with appropriate personnel from the employee's department, will meet to discuss the complaint. The ERC will give a written response within ten (10) working days of the meeting.

(Said decision shall constitute a final action by Grant County on the matter, thus reserving to the employee his/her course of appeal under applicable laws.)

E. Employee Representation. Upon advance request, each employee will be afforded an opportunity to be represented, in each of the stages in the complaint process, by a representative of his/her choice. Employees may contact their representative to discuss their problem only during break periods, lunch periods, before or after work, or at any time when they are not on duty.

F. Disciplinary Action. All appeals from disciplinary action shall be initiated at the second stage of the complaint process.

CONDUCT RULES

Rules reflecting general community standards for conduct in a working environment are considered Conduct Rules. Improper conduct, even though not covered by a specific rule, is included in this infraction category.

A. Care of Equipment and Property. Careless handling of equipment, supplies, or property greatly increases the cost of operations. Any equipment deliberately abused by an employee will be repaired or replaced by the employee. Maintenance repair slips should be used to keep the maintenance staff aware of any repairs that need to be made.

B. Conflict of Interest. No County employee shall use his/her office or position for personal financial gain or the financial gain of his/her family. No employee shall engage in his/her own business activity, accept private employment, or render services for private interests when such employment, business activity or service is incompatible with the proper discharge of his/her official duties or would impair his/her independence of judgment or action in the performance of his/her official duties. No employee shall use or disclose "privileged information" gained in the course of, or by reason of, his/her official position or activities.

C. Dress. The personal appearance of all employees is important to our image with the citizens we serve. Without unduly restricting individual tastes, it is the policy of Grant County to require personal cleanliness, good grooming, and appropriate dress while employees are on duty. Dress should be consistent with standards of the community, business and occupation.

D. Gifts and Gratuities. The nature of public employment, and the ethics of public service, dictate that no employee is allowed to accept gifts or gratuities from vendors, County residents or others, for any reason.

E. Personal Mail. The use of any County facility as a mailing address, for personal purposes, is not permitted.

F. Solicitation/Distribution. Solicitation and/or distribution of material, by an employee, to another employee, is prohibited while the person doing the soliciting or distributing, or the one being solicited or distributed to, is on his/her working time. Furthermore, in the interest of employee safety and well-being, the distribution of material of any kind shall not be permitted at any time in working areas of the Courthouse or other County facilities, without the express permission of the Employee Relations Committee.

County time is not to be used to conduct private business. Collections and sales of goods and services (cosmetics, jewelry, and insurance, for example) by employees or non-employees, is strictly prohibited. Contributions for charitable fund raising activities may be solicited on County property, only with the advance permission of the Employee Relations Committee or County Board Chair.

G. Telephone. People form opinions of an organization based on the treatment they receive when they call. When answering the telephone, you are the County to the person calling. It is important to be friendly, courteous, and helpful. Incoming personal calls for employees are not permitted except in an emergency. In an emergency, a message will be taken and delivered promptly. Outgoing personal calls may be made only during breaks or lunch periods. Employees are to reimburse the county for any personal calls made from county phones.

G2. Cellular Phones. The telephone policy G1 applies to the use of cellular phones. If employees are issued a county provided cellular phone it must be used for work-related purposes only. **Handheld cellular phone usage (including dialing) is not permitted while driving a motor vehicle for county work purposes (unless responding to a work-related life threatening/emergency situation).** Employees must find a safe spot to park their vehicle before using handheld cellular phones.

(revised 12/19/2000)

H. Nepotism. The employing unit, department or agency shall not hire or arrange for the immediate supervision of an employee who is the spouse, parent, child, brother, sister, niece, nephew, mother-in-law, father-in-law, aunt, uncle, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparent, grandchild, or "significant other", of the immediate supervisor. This prohibition shall also apply to step or adopted parents, children, sisters or brothers. A person considered to be a "significant other" would include a person with whom the supervisor cohabits or whom he/she maintains an intimate relationship. This policy is established to eliminate the possibilities of preferential treatment given in favor of relatives and to reduce possible criticism to appointing authorities.

I. Disclosure And Reporting Suspected Unlawful Conduct.

Grant County encourages and expects its employees to immediately disclose to appropriate County Officials any and all information, which an employee reasonably believes to show unlawful conduct by the County, its officers, employees or agents, whenever the employee comes into possession of such information. Unlawful conduct includes fraudulent bookkeeping, embezzling, theft, misappropriation of funds, safety and health violations, discrimination and any other activity prohibited by law.

The purpose of the policy is to allow Grant County the opportunity to investigate the alleged unlawful conduct, determine the veracity of the information submitted, notify enforcement authorities when appropriate, and take corrective action as required. Grant County has an affirmative obligation to the general public and its employees to take immediate action when circumstances warrant.

If a Grant County employee has information which he/she reasonably believes to show that the County, its officers, employees or agents are engaged in unlawful conduct or activities, that employee has an affirmative duty to report or disclose that information to Grant County so corrective measures can be instigated immediately for the County's protection.

The report or disclosure should be made in writing and submitted in confidence directly to the Grant County Personnel Director and a copy of the original document is to be retained by the reporter.

NOTE: If the Grant County Personnel Director is the source of the alleged unlawful activity, then a written disclosure should be made directly to the County Board Chair. The Personnel Director or the County Board Chair shall forward the employee's report to appropriate agents of the county for confidential review and investigation.

The report may be submitted on anonymous basis if the person so desires. However, an investigation of unspecified wrongdoing or broad allegations will not be undertaken without verifiable evidentiary support. Because investigators are unable to interview anonymous reports, it may be more difficult to evaluate the credibility of the allegations and therefore, less likely to cause an investigation to be initiated.

Employee reports or disclosures made in good faith by any Grant County employee under this policy will be protected from any adverse employment action, which could be associated with the disclosure. Malicious allegations may result in disciplinary action.

This policy shall not be construed or implemented in any manner which would impermissibly restrict any public employee's protected constitutional right to speak freely as a private citizen on his or her own time about matters of public concern. Grant County reserves all rights inherent in its authority to apply this policy as it deems necessary to efficiently and effectively conduct this lawful business of County government.

(approved 9/16/08)

V. BENEFITS

BEREAVEMENT LEAVE

Each full-time employee shall be entitled to three (3) days of paid bereavement leave for the death of a spouse, child, parent, brother, sister, grandparent or grandchild. This includes step-siblings, step-parents and step-children. Days must be consecutively scheduled work days and cannot extend beyond the fourth calendar day after the funeral. A one (1) day leave shall be granted for the death of an employee's in-law (mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent-in-law, daughter-in-law, son-in-law), nieces and nephews, uncles and aunts. The day must be a scheduled work day and cannot extend beyond the second calendar day after the funeral. Regular part-time employees shall receive pro-rated bereavement leave. If desired, a covered employee may use earned vacation, discretionary days or sick leave days, for up to two (2) weeks when approved by his/her supervisor, to cover a period of grief. The County may require verification of bereavement leave requests.

(revised 5-20-2003, effective 1-1-2003)

DEFERRED COMPENSATION

Grant County employees are eligible to defer wages to a legally qualified tax sheltered savings plan, which has been approved for payroll deduction by the County Board. The plan document is available for review in the Personnel Department.

FLEXIBLE SPENDING ACCOUNT

Grant County provides employees the opportunity to participate in a program (IRS Section 125) which allows certain medical and/or child/dependent care expenses to be paid with pretax dollars. The program is subject to annual review. Details are available through the Personnel Department.

(Revised Nov. 97)

HEALTH INSURANCE

Group Health Insurance is offered to all regular full-time and regular part-time County employees and eligible dependents. The County reserves the right to change health insurances and other benefits at any time with or without notice. However, the County will make every effort to review potential changes with employees. If start date is on or before the 5th of the month, benefits are effective the 1st of the next month (i.e. If hire date is August 5th, benefits are effective September 1st). If start date is after the 5th of the month, benefits are effective the 1st of month following 30 days of employment (i.e. If hire date is August 6th, benefits are effective October 1). Grant County pays a portion of the Health Insurance premium. The employee's share of the premium will be paid through payroll deductions. Employees are responsible to inform their department payroll designee as soon as possible of any changes in family status affecting their insurance coverage. Changes will be effective the first of the month if possible, following notification of departmental payroll designee. Failure to notify county of change in status may result in monetary losses to the employee. If an employee chooses not to enroll in the group insurance program, there will be no increase in wages in lieu of compensation. Contact the Personnel Department for current cost information, insurance waiver form or to review the summary plan description. The plan document controls the payments of any benefits. (Revised August 18, 1998)

Health Insurance Non-Duplication Policy. All Grant County regular full-time and regular part-time employees are offered health insurance coverage. An employee may only receive health insurance coverage under one plan provided by Grant County. Employees may choose either single or family coverage. If two employees are eligible to be on the same family plan, they can choose one family plan or a single plan each. Further, if one employee elects to be the named insured, the other employee shall be a dependent under the named insured's family plan. Should neither party make an election the County reserves the right to enroll the less senior employee in the plan of the more senior employee.

Continuation of Health and Life Insurance Benefits upon Termination. An employee (with a minimum of 5 years consecutive Grant County employment) who qualifies for retirement and retires under the Wisconsin Retirement System and who immediately applies for an annuity, or an employee who terminates employment after age 55 with at least 15 years of consecutive employment with Grant County, may continue in the Health Insurance program in which the individual was enrolled prior to retirement/termination provided the employee pays the full premium to Grant County on a minimum of a quarterly (3 month) basis in advance and the employee is not eligible to receive health insurance benefits from another employer. The spouse and dependents of retirees/employees meeting the above criteria may continue in the health insurance program under the same conditions. Retirees/employees meeting the above criteria may also purchase a \$2500.00 life insurance plan by making advance payments of prevailing premiums on a minimum of a quarterly basis. (Revised 3/16/99)

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An employee, his/her spouse and dependents, whose coverage with Grant County terminates, may remain in the Group Health Insurance plan for 18 to 36 months, depending upon eligibility, pursuant to Title X of the Consolidated Omnibus Budget Reconciliation Act (COBRA) (1986) (as amended) provided the employee pays the full required premium in advance, each month.

(revised 6/21/05)

Office Co-pay Reimbursement

Effective July 1, 2005

Grant County will reimburse employees for \$10 office co-pays for themselves and dependents above and beyond six per plan that occur between July 1, 2005 and December 31, 2005. The first six office co-pays are the responsibility of the employee.

The County will accept reimbursement requests between January 1 and January 15, 2006 for the 2005 office co-pays. Any reimbursement requests after this date will be forfeited. Payment will be made within fifteen days or as soon as reasonably possible.

Effective January 1, 2006

Grant County will reimburse employees for eligible \$10 office co-pays for themselves and dependents covered under Grant County Health Insurance above and beyond twelve per plan that occur between January 1 and December 31 of each year. The first twelve office co-pays are the responsibility of the employee.

The following information is required to be received in the Personnel Office before reimbursement is made.

- Reimbursement request form
- Proof of office co-pays paid by employee's with service dates, including the first twelve (*the first six for 2005*). The proof of payment can be in the form of a receipt or an official statement from the physician's office.

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The Personnel Office will accept reimbursement requests on the following dates and reimbursement will be made within fifteen days or as soon as reasonably possible.

April 10

July 10

October 10

January 15 (for the prior years office co pays) Requests received after this date for the prior years co-pays will be forfeited.

Please note: The IRS regulations for section 125 reimbursement (EBC FLEX) does not allow an individual to deduct pre-tax any reimbursement that will be made by both the employer and EBC FLEX. The most you can deduct from your check for EBC Flex will be for your first twelve office visits, which is your responsibility to pay.

(approved 6/21/05)

LIFE INSURANCE AND ACCIDENTAL DEATH & DISMEMBERMENT (AD&D)

Grant County provides a term life insurance policy and accidental death and dismemberment insurance for all eligible employees. Grant County pays a portion of the insurance premiums. Contact the Personnel Department for current cost and plan description information/booklet.

LONG TERM DISABILITY INSURANCE (LTD)

Grant County provides long term disability insurance for all eligible employees. Grant County pays a portion of the LTD premium. Contact the Personnel Department for current cost information and plan description information/booklet.

(Revised 3/16/99)

HOLIDAYS

1. The following shall be considered holidays in each year: New Year's Day, Friday Afternoon Before Easter, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, December 24th and December 25th.
2. If any of the foregoing days listed shall fall on a Saturday, that holiday shall generally be observed on the preceding Friday. If any of those days fall on Sunday, that holiday shall generally be observed on the following Monday. In the case of 24 hour a day service agencies, holidays shall be recognized according to a plan approved by the respective Governing Committee and the Employee Relations Committee. The County Board Chair may change holiday scheduling.
3. Regular part-time employees are eligible for holiday pay on a pro-rated basis according to the percentage of full time they regularly work.
4. To be eligible for holiday pay, an employee must work his or her last regularly scheduled workday immediately preceding the holiday and his or her regularly scheduled workday immediately following the holiday. No payment shall be made for employees out on worker's compensation, or unpaid medical or personal leave. Holidays falling in paid sick leave period will not be considered as counting against sick leave time.
5. Limited term and part-time employees are not eligible for holiday pay. Non-exempt employees required to work a scheduled holiday shall be compensated at time and one-half for actual hours worked on the scheduled holiday, plus applicable holiday pay.

RETIREMENT

Each pay period, Grant County contributes a percentage of each employee's gross earnings to the Wisconsin Retirement System in addition to the Employer's normal share of the contribution. An employee who consistently works in excess of 599 hours per twelve (12) month period is eligible for participation in the retirement program. A booklet and contact information is available in the Personnel Department.

(revised 6/21/05)

SICK LEAVE

Sick leave is intended to help protect the employee from financial hardship due to bona-fide illness or accident. There is no limit set for a maximum number of sick leave days one may accumulate for employees hired before January 1, 1996. A sick leave day shall consist of eight (8) working hours. The use of sick leave is restricted for illness or accident purposes involving the employee, the employee's children or step children, the employee's spouse, or the employee's parent.

1. Sick leave shall accrue at the rate of one (1) day per month for full-time employees.
2. Sick leave shall accrue to a maximum of 120 days (960 hours) for employees hired on or after January 1, 1996.
3. Catastrophic Sick Leave Account (CSLA). After an employee has reached the maximum accumulation of sick leave of one hundred and twenty (120) days, any additional sick leave accumulated thereafter shall be placed in an individual CSLA. Sick leave in the CSLA may only be used when an employee is absent from work because of illness or injury and the employee's regular sick leave has been exhausted. Upon resignation, retirement, termination or death of an employee, CSLA shall be forfeited.
4. Regular part-time employees shall accrue sick leave at a rate proportionate to the percent of full time worked, for example, half-time employees accrue one-half (1/2) day monthly.
5. The department head may require a medical report for absences of sick leave at his or her discretion, however, a return to work medical report is required in all cases for absences in excess of two (2) working days.
6. Employees will be paid for all scheduled days off for sickness provided they have successfully completed their orientation period but not to exceed the amount accrued. When and if an employee maintains at least 24 days for a consecutive 12 month period, beginning January 1, the employee at the end of the 12 month period may request payment for half of the sick leave not used but accrued during that 12 month period. The maximum number of days paid at the end of the 12 month period will not exceed six (6) days.

7. Effective 1/1/2000, forty-five percent (45%) of the accumulated sick leave shall be paid to an employee who retires with an annuity from the Wisconsin Retirement System. Employees may opt to have fifty-five percent (55%) of the sick leave payout retained by the County for the payment of insurance premiums in the County's group health plan. *(Once the County retains these funds, the funds are not available for cash payout. Any funds not used are forfeited.)* A separation benefit is not a retirement annuity. Employees receiving a separation benefit are not eligible for the sick leave pay out. (revised 3/16/99; 1/20/2000)

8. Upon death of a current employee, one-half (1/2) of the accumulated sick leave shall be paid either to the employee's spouse, the estate of the employee, the children of the employee or other living dependent who was residing with the employee at death.

9. Sick leave may be accrued but may not be taken during the orientation period. When an employee successfully completes said orientation period, payment at the employee's option, will be made for all non-paid sick days taken during such period up to the maximum accrued. Sick leave is paid during the orientation period that occurs as the result of a job change if the employee has successfully completed a prior orientation period.

10. Employees shall earn sick leave while on paid vacation and paid sick leave. Employees on leave of absence without pay in excess of three (3) weeks shall not be entitled to earn sick leave credit for the period beyond three (3) weeks.

11. Holidays falling in paid sick leave period will not be considered as counting against sick leave time.

12. Sick leave may be used to pay for the hours lost during worker's compensation injury if workers' compensation is not paid. (State Statute 102.43).

Note: Workers' compensation pays disability benefits (approximately 2/3 of wage at time of injury) for days four (4), five (5), six (6), and seven (7). If the disability lasts longer than seven (7) working days, the first three (3) days are reimbursed.

13. Upon termination of county employment, except for death or qualifying retirement, the employee shall forfeit all accumulated unused sick leave.

(revised 3/16/99; 1/20/2000; 6/21/05)

VACATION

1. "Vacation Year" is defined as the anniversary year.
2. Vacation for which an employee is eligible will normally be taken during the employee's anniversary year.
3. Vacation eligibility is determined based on the employee's most recent date of hire to a regular full or regular part time position with the County (benefit anniversary date).
4. Employees shall earn vacation time in the current service year (anniversary date to anniversary date) for use in the following service year. Each regular full-time and regular part-time employee shall accrue paid vacation as follows:

For each regular 80 hours worked, vacation is earned as follows:

A starting employee earns 3.076 hours vacation (*full-time: 80 hours/year*);

Beginning on the employee's fourth anniversary, the employee earns 3.846 hours vacation (*full-time: 100 hours/year*);

Beginning on the employee's sixth anniversary, the employee earns 4.615 hours vacation (*full-time: 120 hours/year*);

Beginning on the employee's ninth anniversary, the employee earns 5.385 hours vacation (*full-time: 140 hours/year*);

Beginning on the employee's fourteenth anniversary, the employee earns 6.150 hours vacation (*full-time: 160 hours/year*);

Beginning on the employee's nineteenth anniversary, the employee earns 7.077 hours vacation (*full-time: 184 hours/year*).

Beginning on the employee's twenty-fourth anniversary, the employee earns 7.692 hours vacation (*full-time: 200 hours/year*).

(revised 5-20-2003, effective 1-1-2003)

5. An employee who resigns from employment or is terminated prior to completing one year of continuous service, shall not be eligible for any vacation payment.
6. A part-time employee who works less than 24 hours per week (*less than 20 hours per week for those hired prior to 07/01/05*), a temporary or limited term employee, or a seasonal employee will not be eligible for paid vacation. Such employees will be informed of their ineligibility at time of employment on a part-time, temporary, or seasonal basis.

7. In the event of resignation, retirement, or death of an employee, the amount of compensation due the individual shall include unused and accrued vacation to date. In the event of death, vacation pay shall be sent either to the employee's spouse, the employee's estate, children of the employee or other living dependent who was residing with the employee at death.
8. Vacation not used in an anniversary year is lost. However, in extraordinary circumstances up to five (5) days of vacation may be carried over into the next anniversary year, by the written approval of the Department Head. Vacation carried over into the next anniversary year must be used in that year or it is lost. Any vacation carried over into the next anniversary year will be the first vacation used in that next anniversary year. This policy also applies to department heads except that in the case of a department head the request to carry vacation over must be made to the Governing Committee. If the request is granted, the Personnel Department will be notified, in writing, by the department head. No cash payment will be made for unused vacation.
9. Department heads are responsible for ensuring that each employee is provided an opportunity to schedule and take vacations.
10. Vacations must be arranged so that normal operations and essential departmental functions are disrupted as little as possible. Employees are required to get advance approval for vacation time from their immediate supervisor. Grant County reserves the right to determine when an employee actually takes vacation.
11. Each department head or Employing Unit shall inform the County Clerk of all sick leave and vacation days taken by each employee in the preceding month. The County Clerk shall furnish all forms for this purpose to each person responsible for making the report. The responsibility for the accuracy of the information submitted shall rest with the reporting department.
12. A new employee may, with the supervisor's approval, take up to 40 hours of vacation after completion of six months of the first service year. Any such vacation taken before the completion of the first year of service will be deducted from the total amount of vacation earned at the completion of the first service year and due to be taken between the first and second year of service. This provision applies to new employees only during the first service year.

13. Holidays falling in a vacation period will not be considered as counting against vacation time.
14. Personnel hired prior to January 1, 1975 will be allowed to continue their vacation on a calendar year basis with the amount of vacation earned being determined by the anniversary date falling within the current vacation year.

(revised 5-15-2001; 6/21/05)

Longevity Pay

The longevity pay as adopted within the classification and compensation plan shall provide the following benefits:

1. Regular Full-Time and Regular Part-Time employees who have completed at least three (3) years of continuous employment with Grant County, shall receive longevity pay. If qualified, a regular full-time or regular part-time employee will continue to receive longevity pay during a orientation period due to a job and/or department change. Longevity shall be paid on the following schedule.

After 3 Years	\$.05 per hour
After 5 years	.10 per hour
After 10 years	.15 per hour
After 15 years	.20 per hour
After 20 years	.25 per hour
After 25 years	.30 per hour

2. Employees will receive longevity payment on date of eligibility.

3. Longevity payments shall be added on to the hourly base rate of the employee, paid through the year and will be included in the total pay calculation.

4. Elected officials shall not be eligible for longevity pay.

5. Unpaid leaves of absence and layoffs will be excluded from the calculations of longevity benefits.

6. Employee whose employment status changes from regular full-time to regular part-time (1,248 hours) or visa-versa during the course of their employment, shall have their longevity calculated from their benefit anniversary date, provided however that there are no breaks in said employment.

Effective January 1, 2006, Managerial, Supervisory and Professional positions who are on the Schedule 1 non-represented pay plan will no longer be eligible for longevity pay.

(revised 6/21/05; 4/18/06)

Discretionary Days (Annual)

Reason need not be given for the use of a discretionary day. However, the supervisor must be notified of the intent to use a discretionary day, otherwise the time off will be considered as an unexcused absence, and leave without pay, subject to disciplinary action.

1. All regular full-time employees receive three (3) annual discretionary days on January 1 of each year. Regular part-time employees receive a prorated portion of three (3) days based on average of hours worked in relation to full-time. Part-time, seasonal and Limited term employees are not entitled to any discretionary days.
2. Employees must have approval of their supervisor to use discretionary time. Unused discretionary days cannot be carried into the following year.
3. Regular full-time employees hired prior to July 1 are allowed three (3) days, or if regular part-time, a prorated portion of three (3) days, based on average of hours worked in relation to full-time. Staff hired on or after July 1 receive one and one-half (1 1/2) days if they are regular full-time and no days if they are less than regular full-time.
4. Upon termination prior to July 1, one-half (1/2) of eligible days can be taken or will be paid. If at termination more discretionary days have been taken than stated above, repayment shall be made for such expense.

VOLUNTARY LEAVE DONATION

Employees have expressed a desire to voluntarily donate leave to certain employees who have exhausted their available leave due to serious health conditions and/or accidents. Grant County has established the following procedure to allow for voluntary leave donations. Voluntary leave donation is a County initiative. Authorizations and approvals under this program are at the sole discretion of the County.

Employees may donate vacation and/or discretionary days to other employees under the following conditions:

- 1) The employee receiving the donated leave has exhausted his/her available leave (sick, vacation, discretionary and compensatory time)
- 2) The employee receiving the donated leave is placed on a leave without pay status due to an accident or serious health condition for himself/herself or eligible family member.

Guidelines

An employee may not directly or indirectly make any attempt to intimidate, threaten, or coerce any other employee for the purpose of soliciting leave. (Such action is considered a personal conduct issue and subject to disciplinary action, up to and including termination.) Benefits do not accrue on donated time received by an employee. Employees can not donate leave to another employee if the employee who wants to donate the leave is subject to a wage garnishment, wage assignment or child support wage assignment.

Procedure

Employees wishing to donate or receive donations of vacation or discretionary leave time must first receive approval from their department's Governing Committee then the County's Employee Relations Committee.

Donations

Any employee who is eligible to accrue vacation and discretionary time may participate. An employee must not donate more than his/her available vacation/discretionary amount. The donation of vacation/discretionary time must be on an hour for hour basis. The donated time shall be paid at the receiver's rate of pay. Donated time shall not exceed the receiver's normal schedule of work hours in any pay period. The Departmental Payroll Designee shall account for donations and reconcile balances with central payroll office.

(Approved November 13, 2001) (revised 6/21/05)

EMPLOYEE COUNSELING SERVICES

One of the responsibilities of your immediate supervisor is to advise employees regarding job related matters. Therefore, employees are to feel free when it is appropriate to seek the counsel of your supervisor on job related matters. Also, while there is not a specific employee counselor position in the Personnel Office, the Personnel Director is available to give you career counseling advice.

Because people may encounter problems with which they cannot cope and which have an adverse affect on their lives and job performance, Grant County encourages professional counseling to help employees and their immediate family members overcome such difficulties. These problems can be of an emotional, financial, legal, health, alcohol, or other drug related nature as well as any other area which causes significant difficulties. Your supervisor can refer you to professional counseling services. Professional counseling services may be covered by your health insurance plan.

ACKNOWLEDGMENT FORM

I have received a copy of the revised Grant County Employee Handbook dated May 20, 1997. I acknowledge that it is my responsibility to ask my supervisor or the Personnel Director questions about anything I do not understand.

I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the County Board has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Name (please print)

Employee's Signature

Date

After you have read and signed this page, please detach the page from the booklet and return to your immediate supervisor. The original will be sent to the Personnel Department and a copy retained in your department. Thank you for your cooperation.